

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COMMUNITY RESOURCE ASSISTANT

RANGE: 14

BASIC FUNCTION:

Under the direction of an assigned Coordinator, perform a variety of activities involved in providing technical assistance and information to parents of pre-school-age children concerning school readiness; provide training and guidance to paraprofessionals concerning program curriculum and related instructional techniques; identify and recruit families for the Early Literacy program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of activities involved in providing technical assistance and information to parents of pre-school-age children concerning school readiness; assist parents with preparing children for kindergarten; promote educational activities and support in the household.

Serve as a technical resource to parents, paraprofessionals and others concerning school readiness, Early Literacy and assigned activities; respond to inquiries and provide technical information concerning related standards, requirements, practices, techniques, policies and procedures.

Provide training and guidance to paraprofessionals concerning program curriculum; make home visits; explain and perform demonstrations concerning curriculum standards and related instructional techniques and strategies; observe paraprofessionals during home visits and monitor progress.

Develop, implement and conduct marketing activities to recruit families for the Early Literacy program; prepare, distribute and explain related promotional and informational materials; identify potential parent participants and assist with Program enrollment and completion.

Prepare and deliver oral presentations to parents, paraprofessional, community groups and others concerning school readiness, Early Literacy, Youth Development Services and Home Instruction for Parents of Preschool Youngsters curriculum.

Monitor, assess and adjust activities in response to family needs; refer families to social services, community resources and other outside agencies as needed; participate in program evaluation and research and provide recommendations concerning program policies and procedures.

Assure households have adequate instructional materials to meet program curriculum standards as assigned; order, receive and distribute instructional materials and supplies; prepare purchase orders.

Communicate with personnel, parents, paraprofessionals, various outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned

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software; drive a vehicle to conduct work.

Prepare and maintain a variety of records, reports and files related to programs and assigned activities.

Coordinate, attend and participate in a variety of meetings and conferences; attend a variety of trainings and workshops as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures involved in providing learning activities to preschool-age children.

Principles of child development and early childhood education.

Educational programs, services, standards, requirements and procedures related to early childhood education.

Curriculum standards, interpretation and application in early childhood education programs.

Instructional techniques and strategies related to assigned programs.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Principles and practices of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

ABILITY TO:

Perform a variety of activities involved in providing technical assistance and information to parents of pre-school-age children concerning school readiness.

Provide training and guidance to paraprofessionals concerning program curriculum and related instructional techniques and strategies.

Identify and recruit families for the Early Literacy program.

Assist parents with preparing children for kindergarten.

Serve as a technical resource to parents, paraprofessionals and others concerning school readiness, Early Literacy and assigned activities.

Monitor, assess and adjust activities in response to family needs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Meet schedules and time lines.

Operate a computer and assigned software.

Prepare and maintain various records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in early childhood education and two years experience working with early childhood education or related programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.