



**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: Promoting Achievement and Student Success (PASS) Community Aide II

DEFINITION:

Under general direction, provides support for Promoting Achievement and Student Success (PASS) AmeriCorps recruitment, training and community outreach efforts; monitors, audits and documents program records; and trains, oversees and reviews mentor and program staff work.

DISTINGUISHING CHARACTERISTICS:

The PASS Community Aide I is distinguished from the PASS Community Aide II classification in that the latter provides technical assistance to other staff members, provides training and mentoring to new staff, is assigned the more sensitive, difficult or complex cases, assists in overseeing the workflow of the program, performs additional administrative duties and serves as a backup for the manager in his/her absence.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Commit to honoring SDCOE's Mission, Vision, Core Values, Commitments, and Indicators of Student Success

Identify and recruits mentors for the PASS Program by contacting and presenting program information to school districts, colleges/universities, private businesses and/or community organizations

Interview potential applicants to serve as AmeriCorps mentors and assists school personnel in matching students with appropriate mentors

Organize student recruitment efforts in participating districts

Provide student engagement and gang prevention/intervention support services to students at-risk for gang involvement

Make presentations to school districts, parents and community groups regarding gang prevention information and the PASS Program

Coordinate and conducts orientation and on-going training of district staff and mentors
Maintain and updates parent orientation materials used in student recruitment
Serve as program liaison between participating schools and varied program partners
Audit student and mentor eligibility documentation
Conduct on-site checks of PASS Program operations and documentation procedures to assure compliance with state and program regulations
Gather data and prepares detailed, comprehensive program reports
Audit reports by other staff members to ensure accuracy and completeness
Train and mentors new staff members and provides technical direction to other staff members
Establish, organizes and supports regional partnerships between schools and community agencies
Perform administrative duties to support the program manager
Serve as a backup to the manager in his/her absence
Participate in meetings and activities with community organizations

NON ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education and experience that clearly demonstrates possession of the knowledge and abilities detailed above. A typical qualifying background would include: completion of a four-year degree and college-level coursework in sociology, psychology, criminal justice or a related field, and one year of work service experience in PASS AmeriCorps or another AmeriCorps service in youth service programs and two years of work experience in gang prevention and intervention work including providing gang prevention trainings one of which must be with the PASS Program. .

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SDCOE and State regulations, rules, policies and procedures
The concerns, problems and common experiences of gang-involved and at-risk students
School district organization.
Basic research techniques, methods and procedures.

ABILITY TO:

Operate a computer using word processing, spreadsheet and database software and other office equipment.

Read, interpret and apply regulations and procedures governing PASS AmeriCorps Program eligibility, documentation and audits;

Organize and maintain program records and files.

Operate a computer and associated software.

Prepare detailed reports.

Train and oversee the work of mentors.

Establish and maintain productive working relationships with at-risk youth as well as with professionals in the business and educational communities including individuals of varied cultural, linguistic and economic backgrounds.

Communicate orally and in writing.

Make effective presentations to individuals and groups.

Work with minimal supervision.

Communicate clearly and effectively, orally and in writing.

Understand and follow written and oral instructions.

Maintain highly sensitive and confidential information.

Deal with sensitive and difficult situations.

Establish and maintain highly effective working relationships with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies and others encountered in the course of work.

Must demonstrate attendance sufficient to complete the duties of the position as required.

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

Established	Revised	Approved by Personnel Commission	FLSA Status	Job Code	Salary Grade
03/2010	10/15	03/17/2010	Exempt		50