



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
District Superintendent

CLASSIFIED JOB OPENING

POSITION: Student Success Facilitator
5 hours per day
5 days per week

LOCATION: El Tejon School

SALARY RANGE: #14 \$19-10 to \$21.91 per hour

SELECTION PROCESS: Qualifications and suitability for the position will be assessed in an oral interview.

APPLICATION PROCEDURE: Interested personnel should submit a letter of interest and application or resume to:
El Tejon Unified School District Office
Attn: Sara Haflich

PLEASE DO NOT REMOVE POSTING!

You may also apply online at www.edjoin.org

P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 322-1348 - (661) 248-6714 Fax
e-mail: district@el-tejon.k12.ca.us

El Tejon Unified School District

Student Success Facilitator

Job Description

Job Description:

Under the immediate direction of the site principals and/or designees the Student Success Facilitator will support the goals of the school site, school district and/or program by providing education and direct support to parents in the El Tejon Unified School District. The Student Success Facilitator will design or implement activities to promote positive change in community habits, attitudes, and behavior. The Student Success Facilitator will provide a bridge between the school site staff (teachers, administrators, programs) and parents to promote school attendance, overall student academic achievement, and parent engagement.

Required Qualifications:

Education: High School Diploma Required, AA degree recommended

Experience: Working knowledge of the education system in general. Knowledge of and experience working with the community.

Personal Qualifications: Strong communication skills and commitment to serving children and families. Ability to work with parents, staff, students, and other school personnel. Ability to follow oral and written instructions. Bilingual in Spanish is preferred.

Essential Functions of this position:

1. Promote the goals of the school site, district, and/or program providing tools and resources to enable parents to become advocates for their student's education.
2. Build positive relationships with families and promote the school, district, and/or program with enthusiasm.
3. Act as a contact for the parents/families when they seek information and/or clarity on topics related to student academic growth and achievement.
4. Outreach to parents of students who are struggling with attendance issues.
5. Outreach and recruit parents to be involved in school/district activities.
6. Coordinate parent meetings discussing a variety of topics concerning student achievement.
7. Foster a warm and open atmosphere in all outreach and contact with families.
8. Demonstrate good communication skills both verbal and written.
9. Work collaboratively with all staff members at site, district, and programmatic levels.
10. Keep extensive records and complete reporting requirements as needed.
11. Coordinate services with other agencies in Kern County as needed.
12. Attend professional trainings.
13. Attend and participate in site and district meetings.
14. Perform other duties as needed.

Physical Requirements of this position:

1. Ability to work at a desk, conference table or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
4. Ability to communicate so others will be able to clearly understand a normal conversation.
5. Ability to bend, twist, stoop, and kneel.

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6. Ability to lift 25 lbs.
7. Ability to carry 25 lbs.
8. Ability to reach in all directions.
9. Ability to hear and understand speech at normal levels.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary Range: 14

Board Approved: 6/9/2021