

SECTION I: GENERAL INFORMATION

Classification Title: Outreach Resource Assistant	Department: Community Education	Unit: Unaffiliated
Immediate Supervisor: Early Childhood Family Educator Program Supervisor	Grade Placement:	FLSA Status: Non-exempt
Job Summary: <p>Under the direction of the Early Childhood Family Educator Program Supervisor, the Outreach Resource Assistant is responsible for providing assistance to families in identifying resources and expanded opportunities for children ages birth to 5 years through enhanced communications and outreach services and collaboration with other agencies and services available to families.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none">1. Prepares and maintains materials distributed to families with children birth to 5 years of age under the direction of the ECFE Program Supervisor. Assists in preparing materials for distribution at early childhood screenings.2. Interacts with families participating in Early Childhood Screening. Gathers and provides information regarding resources to these families. Provides appropriate materials for children to explore in common areas during the screening process.3. Participates in program outreach efforts for the purposes of sharing information about district programs, increasing enrollments, assisting family’s access resources within the community, and to work with instructional staff in the outreach programs.4. Maintains enrollments and participation records. Assists in maintaining the information database. Reviews census data and processes census data to be forwarded to Central Services.5. Inventories food supplies and stock. Receives food orders from vendors and stocks food items in appropriate storage areas. Posts menus for educational assistants. Monitors inventory levels and consumptions.6. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		
x	High school diploma or GED.		
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
	Major field of study or degree emphasis: Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of assigned program operational policies and procedures. • General fundamentals of child development stages, parenting and age appropriate behaviors/needs. • Knowledge of childcare practices, concerns and issues. • Knowledge of nutrition, serving portions, and labeling. • Food safety and sanitary requirements, procedures and rules. 		
Required Work Experience in Addition to Formal Education/Training: No prior experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a MN Drivers License or evidence of equivalent mobility.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Providing assistance to families concerning information, materials and data concerning resources both inside and outside of the district to assist them in their needs. • Ability to learning screening procedures, program and census participation information and database maintenance. • Operating and using office equipment, business applications and program databases. • Providing basic client services to the public and children and parents within the screening, preschool and early childhood programs. • Communicating with parents, staff, and children with tact, courtesy, and cooperation primarily for the purposes of providing and exchanging information. 	

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit		X			Up to 50 lbs	X	X		
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities									
Physical requirements associated with the position can be best summarized as follows:									
Medium Work:									
Exerting up to 50- pounds of force occasionally and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.									
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties of the job involve working with and interacting with families and children. Occasional exposure to children kicking, striking out and/or biting. Some lifting and/or moving of food boxes.								



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:
Created classification description 6/2016 BCC