

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 144
RANGE: 129
NON-EXEMPT

COMMUNITY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general recruiting and/or clerical duties in support of assigned program; provide information and assistance to supervisor, program participants and others regarding program functions and activities; prepare, maintain and process applicable forms and documentation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with food preparation functions for assigned program classrooms and events, including but not limited to, setting tables and counters; prepare and distribute family-sized portions to classrooms or individually packaged items to assigned student as required; serve food according to established guidelines; store food and supplies; prepare beverages and meals according to menu; prepare substitute items for children on restricted diets, as assigned.
- Communicate with county office personnel, parents, students, outside agencies, and the public to exchange information and resolve issues or concerns.
- Coordinate events and programs in support of assigned program.
- Maintain and adhere to: Child and Adult Care Food Program regulations; Community Care Licensing Child Care Centers Title 22, Division 12, Chapter 1, Article 06 101227; state and federal requirements.
- Participate in a variety of other assigned activities including shredding documents, cleaning the storage, preparing program packets, driving families to appointments and other activities as required.
- Perform a variety of clerical duties in support of assigned program; drive to homes, communities, district sites and other locations to recruit families into programs; process a variety of forms and applications; assist applicants with completing paperwork.
- Prepare, maintain, and process application forms and other documentation including health assessment forms, contact information logs, assessment forms, expense claims and other records as required.
- Provide information and assistance to the supervisor, program participants and others regarding program functions and activities; respond to inquiries and provide information concerning related standards, requirements, policies, and procedures.
- Provide information and data supporting program statistics, involvement, growth and other related statistical information.
- Provide support to families, encourage parents to enroll students and make home and school site visits.
- Type letters, forms, memoranda, bulletins, notices or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.

- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function, or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Program objectives, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Compose correspondence and written materials independently or from oral instructions.
- Distribute, screen and process various student forms, applications, and documents.
- Learn recruiting strategies as applied to family involvement in an educational program.
- Meet schedules and timelines.
- Perform a variety of general recruiting and clerical duties in support of assigned programs.
- Prepare and maintain student records and files.
- Prepare, maintain and process applicable forms and documentation.
- Provide information and assistance to the supervisors, program participants and others regarding program functions and activities.
- Understand and follow oral and written instructions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- One year clerical experience.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Food Handler card.
- Read, speak, translate and/or write in a designated second language.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Indoor and outdoor environment.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2003

Revised: 03/01/2007; 11/14/2017; 09/01/2020; 06/12/2024