

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COMMUNITY PARTNERSHIP COORDINATOR - CALWORKS**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, design, develop and implement CalWORKs programs in conjunction with Adult Education staff; communicate CalWORKs partnership concept and desired outcomes to community, local and regional businesses, school sites and county agencies.

#### **ESSENTIAL FUNCTIONS:**

Design, develop and implement CalWORKs programs in conjunction with Adult Education staff; monitor activities and assure compliance with applicable laws, codes, rules and regulations.

Communicate CalWORKs partnership concept and desired outcomes to community, local and regional businesses, school sites and county agencies.

Communicate welfare to work policies and procedures to administration, staff and community partners.

Develop and coordinate support activities in cooperation with the South County One Stop Center.

Identify new CalWORKs grant funding which support existing programs.

Compose a variety of correspondence independently.

Prepare and maintain a variety of reports, records and files related to assigned activities; present findings and reports to the Board of Education and others as directed.

Provide training and work direction to program and school site staff.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend a variety of meetings, workshops and conferences.

Perform related duties as assigned.

#### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Policies and objectives of assigned program and activities.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Record-keeping and report preparation techniques.  
Principles of training and providing work direction.  
Applicable laws, codes, regulations, policies and procedures.  
Telephone techniques and etiquette.  
Business letter writing techniques.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a variety of office equipment including a computer and assigned software.  
Public speaking techniques.

**ABILITY TO:**

Design, develop and implement CalWORKs programs.  
Develop and coordinate support activities.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Prepare records and reports related to assigned activities.  
Train and provide work direction and guidance to staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Determine appropriate action within clearly defined guidelines.  
Meet schedules and time lines.  
Establish and maintain filing systems.  
Prepare and present oral presentations.  
Work independently with little direction.  
Plan and organize work.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information and make presentations.  
See to read a variety of materials.  
Sit for extended periods of time.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years of related experience involving activities and programs promoting family or community involvement.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Personal transportation for job-related travel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.