

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – COMMUNITY FAMILY RESOURCE AND OUTREACH

BASIC FUNCTION:

Under the direction of a Director, provides support and coordination of community partnerships and services for Opportunity Youth Academy (OYA) and Alternative Education students and families; serves as liaison to County resources; coordinates, navigates, tracks and monitors supports for student and families; plans, implements and evaluates family engagement events and projects; prepares outreach plans for underserved population; provides service coordination and triage, collaborates with County School Links Services network, and performs related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

B.A. or B.S. Degree in social work, counseling, or health related fields and a minimum of two (2) years working with children or adolescents. Experience working in a school-based or community-based program is preferred. Experience in the following areas is preferred: (a) 1.5-14Tf-0. /BA7(e)-614.7 (a)-3 (s)-