



MENLO PARK CITY SCHOOL DISTRICT
BILINGUAL ADMINISTRATIVE ASSISTANT/FAMILY ENGAGEMENT SPECIALIST
JOB DESCRIPTION

TITLE: Bilingual Administrative Assistant/Family Engagement Specialist

DEPARTMENT/SITE: Early Learning Center

REPORTS TO: Founding Director, ELC

SALARY: \$25.19-\$32.15 (Range 16 on the Classified salary schedule)

CLASSIFICATION: Classified

WORK YEAR: 12 month position

GENERAL SCOPE:

The Menlo Park City School District, a small, well-resourced and diverse K-8 school district in the heart of Silicon Valley, is designed to inspire the next generation of thinkers and leaders. If you desire to work collaboratively to create, safe, and innovative environment, then MPCSD may be for you! Want to know more about how we are changing the world? We encourage you to read our [Strategic Directions](#) available on our district website.

Under the direction of the Director, Early Learning Center, the Bilingual Administrative Assistant/Family Engagement Specialist assists in maintaining the day to day administration of the Early Learning Center (ELC) and creates a safe and welcoming environment for ELC's families. The Bilingual Administrative Assistant/Family Engagement Specialist has independent judgment, initiative with limited supervision, and the ability to meet deadlines within the framework of standard policies and procedures.

Works a 12 month schedule; work time is by mutual agreement between manager and director.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Establishes and maintains relationships with ELC families
- Identifies and supports specific family needs; encourages and provides opportunities for families to become meaningfully engaged in their children's' experiences at the ELC
- Coordinates parent engagement activities, events and education for the ELC, including classroom volunteering
- Regularly communicates with ELC administration and teaching staff to ensure that the needs of all families, particularly low-SES and EL, are being met and that parents have the resources they need to effectively engage and support their children's success and wellness
- According to the priorities of the Director, attends teacher/parent meetings to support teachers and families in meeting the needs of children in the program
- Answers questions and assists families with registration and enrollment
- Provides administrative support to the Early Learning Center Director
- Greet visitors, take phone calls, and answer questions related to the ELC
- Order children's snacks, office supplies and materials



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- Operates a computer to input, update and retrieve a variety of data
- Records the daily attendance, absences and tardiness of students
- Provides information and assistance to visitors/general public in English and Spanish
- Translates and composes documents, such as flyers and forms, into Spanish, as needed for the ELC
- Prepares and maintains student files, including student registration and registration records, in accordance with Community Care Licensing requirements. Enters immunization information into PowerSchool
- Prepares and maintains staff files, in accordance with Community Care Licensing requirements
- Compiles and maintains other records, reports and files, as relevant to the ELC
- Operates a variety of office machines, including computer, fax, copier and copy/duplicator
- Collects and accounts for family fees and other cash as assigned; receives monies, issues receipts, balances, reconciles and posts to ledgers; prepare deposits as needed
- Receives, sorts and distributes mail for the ELC
- Processes purchase orders; maintains and distributes materials, books, supplies and equipment as directed for the ELC
- Administers medication, as needed and in accordance with family and medical instructions once trained (training provided upon hire)
- Administers CPR and First Aid, according to guidelines (certification training provided upon hire)
- Notifies families of student injuries and seeks appropriate emergency assistance when necessary
- Performs other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic data entry, spreadsheet and word processing techniques and programs
- Record keeping techniques
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Verbal and written communication skills in English and Spanish
- Pediatric and Adult CPR and First Aid (training to be provided after hire)

Abilities to:

- Provide effective communication both verbally and in writing in English and Spanish
- Develop positive relationships with children ages 3-5 from diverse backgrounds and their families



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- Think creatively about how to meet the needs of families and put those creative ideas into action.
- Write and speak fluently in Spanish and English
- Perform assigned clerical duties quickly and accurately
- Understand and follow oral and written directions
- Work cooperatively with others
- Work on own initiative, set priorities with the Director
- Abide by schedules and timelines
- Maintain records and prepare reports
- Complete work with many interruptions
- Administer CPR and first aid

PHYSICAL REQUIREMENTS:

- Stamina sufficient to sit and stand for extended periods of time
- Mobility sufficient to move within the office and classrooms
- Hearing and speech sufficient to enable communication by telephone and in person
- Manual dexterity sufficient to operate a keyboard, copier and related office equipment
- Lift and carry up to 20 pounds

REQUIREMENTS:

- Must be at least 18 years old
- High school diploma or equivalent
- Coursework in Early Childhood Education preferred but not required
- Two years experience successfully working with children and families from diverse backgrounds preferred
- Valid certification of CPR and First Aid (will be provided by MPCSD if not already certified)
- All required district trainings, e.g. mandated reporter, health and safety, sexual harassment (to be provided by MPCSD) and participation in professional development and training, as required by ELC
- Successful passage of physical exam, including TB test, and criminal background fingerprint screening
- Commitment to be prompt, reliable and act in a professional manner