

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
COMMUNITY REPRESENTATIVE
(CLASSES A, C, D, AND E)
(Unclassified)

Job Purpose

In accordance with Education Code Section 45258, serves in an unclassified position as an adviser or consultant to the District; participates in such capacities in experimental, developmental, implemental, or evaluative efforts to maximize local educational activities in relation to local community needs.

Reports to

Receives administrative direction from a certificated employee.

Subordinates

Supervision is not typically exercised by Community Representatives A, C, and D. Community Representative E may provide supervision over a group working on an assigned project.

Functions

Essential Functions

1. Assists in identification and resolution of school-community problems.
2. Participates in or leads discussions or workshops.
3. Assists parents with communication to teachers and other school personnel.
4. Interprets to individuals or groups the community attitudes, needs, and desires as they relate to the local educational process.
5. Incorporates community attitudes and ideas into suggestions and proposals regarding the most effective utilization of facilities, methods, and materials to meet local educational needs.
6. Collaborates with other school personnel to coordinate services for parents and provide additional resources.
7. Participates with committees as members or advisers in matters concerning school programs and the community.
8. Participates in meetings and individual discussions with pupils, parents, community, and ethnic organizations regarding District policies and school programs.
9. Maintains the learning and instructional environment of the Parent/Family Center.
10. Attends professional development and training offered by the Local District Parent and Community Engagement (PACE) Team.
11. Writes or speaks on school-community relations matters.
12. Performs related duties as assigned.

Distinguishing Characteristics

Community Representative A (8100) identifies the lowest level of responsibility within the Community Representative series. Primarily, services are limited to advice or interpretation involving school or classroom relationships. (school-based assignment)

Community Representative C (8102) identifies the third highest level of responsibility within the Community Representative series. Primarily, services involve participation as a neighborhood resource adviser to principals, teachers, parents, or program personnel concerned with school-community relations. (school-based assignment)

Community Representative D (8103) identifies the next-to-highest level of responsibility within the Community Representative series. Primarily, services involve participation by the individual in a group effort relative to school-community matters. (District and local district/division assignment; not a school-based assignment)

Community Representative E (8104) identifies the highest level of responsibility within the Community Representative series. Primarily, services involve direction by the individual of a group effort relative to school-community matters. (District and local district/division assignment; not a school-based assignment)

Qualifications

Knowledge, Skills, Abilities and Personal Characteristics

1. Understanding of the attitudes, desires, and needs of the locality to which assigned.
2. Interest in the total educational process including curriculum, student health and safety, District policies, and social, ethnic, and economic aspects.
3. Ability to speak and write the English language and the predominant language spoken by the community.
4. Utilizes knowledge of technology skills and Microsoft Office Programs.
5. Appropriate appearance and cleanliness.
6. Appropriate manner including poise, tact, good judgment, and ability to work effectively with District personnel, community representatives, and students.

Special Requirements

Residency in the locality to which assigned.

NOTE: Refer to Policy Guide E3 for selection and assignment limitations for Community Representatives.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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