

ZONES OF CHOICE FACILITATOR	2168
ZONES OF CHOICE FACILITATOR (SPANISH LANGUAGE)	2169

DEFINITION

Engages and communicates with school administrators and staff, parents, students, and the community regarding the Zones of Choice (ZOC) program, while assisting an Administrator with the organization and analysis of records, reports, and other data for the program.

TYPICAL DUTIES

Engages, communicates, and guides parents, students, and the community by conveying information regarding the ZOC program, options, and the enrollment process through a variety of mediums.

Maintains communication with administrators, counselors, and district staff personnel to help implement accurate enrollment and transfer processes and policies and ZOC guidelines.

Assists in developing and reviewing rules, policies, and procedures in order to establish and maintain controls of the program.

Prepares correspondence, reports, bulletins, procedure manuals, reference lists, and memorandums in relation to assigned projects and may review and edit material prepared by others.

Develops training materials and provides professional development workshops, conferences, and presentations related to enrollment in the various schools within the ZOC to district staff, administrators, and parents.

Monitors relevant program data through parent and student surveys, meeting summaries, and logs. Communicates with the appropriate Special Education specialists regarding placements and questions.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Zones of Choice Facilitator engages and communicates with parents, students, and the community while organizing and analyzing information and reports regarding the Zones of Choice program. A Zones of Choice Facilitator (Spanish Language) performs the same duties as a Zone of Choice Facilitator in a position that requires fluency in Spanish.

A Parent Community Facilitator assists a certificated administrator in the organization of meetings and provides in-service training to Community Representatives and parents participating in Court-ordered Integration and categorical programs regarding State and federal policies and election procedures.

SUPERVISION

General supervision is received from an administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- California Education Code, Title V of the California Code of Regulations, and District regulations, procedures, and policies
- Organization of the Los Angeles Unified School District (LAUSD)
- District policies and procedures pertaining to special education
- My Integrated Student Information System (MiSiS)
- Zones of Choice web portal
- Correct spelling, punctuation, and grammar
- Appropriate techniques and practices for communicating information in person, telephone, and email
- Methods of developing training courses and workshops
- Adult learning concepts
- Matriculation patterns of LAUSD schools
- Office practices, procedures, and equipment
- Applications of a variety of office machines, such as computers and reprographic equipment
- Microsoft Windows operating system and related platforms

Ability to:

- Understand and interpret rules, policies, and regulations
- Effectively present training and workshop sessions to District employees
- Analyze meeting or conference evaluation forms and compile reports
- Write clearly, concisely, and accurately in a manner appropriate to the purpose and audience
- Work in collaboration and communicate effectively with administrators, teachers, parents, and students from all racial, ethnic, and socio-economic groups
- Handle conflict in a fair, just, and open manner
- Exercise good judgment and remain calm and pleasant under stressful situations
- Organize and accurately file and maintain records related to events planned and conducted
- Prioritize and schedule projects and tasks
- Operate a personal computer
- Prepare and edit reports, bulletins, and other material
- Utilize Microsoft Windows operating platforms: Word, Excel, PowerPoint, and Outlook

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of clerical experience including the compilation of data and implementation of procedures.

or

Two years as a staff assistant in a position requiring the maintenance of complex procedures involving the reporting of data.

or

One year of technical and administrative experience in collecting, analyzing, and reporting data and in the preparation, analysis, or adjustment of budgets.

Special:

A valid California Driver License.

Use of an automobile.

Ability to communicate effectively in Spanish both orally and in writing, in addition to English is required for Zones of Choice Facilitator (Spanish Language).

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
9-5-2019
JAP