

Class Codes

COMMUNITY REPRESENTATIVE A AND (RESTRICTED)	5337
COMMUNITY REPRESENTATIVE C AND (RESTRICTED)	5338
COMMUNITY REPRESENTATIVE D AND (RESTRICTED)	5339
COMMUNITY REPRESENTATIVE E AND (RESTRICTED)	5340

DEFINITION

In accordance with Education Code Section 45258, serves in a classified 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.

TYPICAL DUTIES

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

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Community Representative A identifies as the lowest level of responsibility within the Community Representative series. Primarily, services are limited to advice or interpretation involving school or classroom relationships. Employees in the (Restricted) class are employed in accordance with Education Code Section 45108. (school-based assignment)

A Community Representative C identifies as 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. Employees in the (Restricted) class are employed in accordance with Education Code Section 45108. (school-based assignment)

A Community Representative D identifies as 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. Employees in the (Restricted) class are employed in accordance with Education Code Section 45108. (District and local district/division assignment; not a school-based assignment)

A Community Representative E identifies as 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. Employees in the (Restricted) class are employed in accordance with Education Code Section 45108. (District and local district/division assignment; not a school-based assignment)

## SUPERVISION

Receives administrative direction from a certificated employee. 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.

## CLASS QUALIFICATIONS

### Knowledge of:

Technology skills and Microsoft Office Programs  
Community attitudes, desires, and the needs of the locality to which assigned

### Ability to:

Understand the attitudes, desires, and needs of the locality to which assigned  
Display interest in the total educational process including curriculum, student health and safety, District policies, and social, ethnic, and economic aspects  
Speak and write the English language and the predominant language spoken by the community  
Maintain a professional and appropriate appearance and cleanliness.  
Display appropriate manners including poise, tact, and good judgment  
Work effectively with District personnel, community representatives, and students

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Residency in the locality to which assigned is required.

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 relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

New Classes  
01-01-19  
JXC