## Los Angeles Unified School District - Job Opportunity

<table>
<thead>
<tr>
<th><strong>Job Posting Title</strong></th>
<th>Family Engagement Representative-Spanish Language (Part-Time)</th>
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</thead>
<tbody>
<tr>
<td><strong>Reference code</strong></td>
<td>JP22-243-XA1</td>
</tr>
<tr>
<td><strong>Minimum Salary</strong></td>
<td>$16.93 Hourly</td>
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<tr>
<td><strong>Maximum Salary</strong></td>
<td>$22.96 Hourly</td>
</tr>
<tr>
<td><strong>Application Open Date</strong></td>
<td>10/14/2022</td>
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<tr>
<td><strong>Application Close</strong></td>
<td>10/28/2022</td>
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</tbody>
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### Information about LAUSD

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future.

Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. With over 1,000 job titles to choose from, build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career!

All employees must be fully COVID-19 vaccinated and must be able to provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site; this includes current employees who are being promoted to a new job class.

The official title of this position is Parent Education Support Assistant (Spanish Language). GEAR UP 4 LA is looking to hire individuals to fill various part-time (3 hours and 45 minutes per day) vacancies located throughout the School District. The department’s mission is to provide students and their families with programs that increase college and academic readiness.
career success. For more information on the department please visit https://www.gearup4la.net/

Current vacancies are located at the following school sites (some schools may have multiple vacancies):

Central LA Area:
- Santee HS
- Early College HS
- West Adams HS
- Obama HS
- Dr. Maya Angelou HS
- Jefferson HS
- Nava College Prep HS
- Miguel Contreras Learning Complex
- RFK Community High Schools
- Rise Kohyang HS

East LA Area:
- Huntington Park HS
- South Gate HS
- South East HS
- Linda Marquez HS

Northwest San Fernando Area:
- Valor Academy HS

South LA Area:
- Fremont HS

Project

A Parent Education Support Assistant (Spanish Language) assists various central District programs by disseminating educational program information to parents and students. This position also requires fluency in Spanish language. This is a part time position where you will be working 3.75 hours during the school day (3 hours and 45 minutes).

Job Duties/Responsibilities

A Parent Education Support Assistant (Spanish Language) is fluent in Spanish Language and performs the following duties/responsibilities:
- Provides parents and students with education program information and refers parents and students who need further assistance to appropriate certificated advisors.
- Maintains communication and effective relationships with parents, school and central district staff, and partner organizations.
- Participates in discussions and workshops, and presents approved central District program information to parents and students.
- May assist parents with completing forms.
- Collaborates and meets with other school personnel to coordinate
services for parents and provide additional program-specific resources. 
- Maintains files, records, and other information and checks forms and records for completeness and accuracy.
- Attends professional development trainings and meetings to stay informed on central District program updates.

Please Note: This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed in these classifications, please visit [http://www.lausd.k12.ca.us/lausd/offices/personnel/class/class_comp/cds/cc5480.PDF](http://www.lausd.k12.ca.us/lausd/offices/personnel/class/class_comp/cds/cc5480.PDF)

Minimum Requirements

**EDUCATION:**
Graduation from high school or evidence of equivalent educational proficiency.

**EXPERIENCE:**
80 hours of paid experience or verifiable volunteer experience in a parent or community center of a public school or other parent/community involvement program.

**SPECIAL:**
A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

Employment Selection Process

The employment selection process for Parent Education Support Assistant (Spanish Language) consists of completion of a District Verification Form to verify 80 hours of paid or verifiable volunteer experience in a parent or community center of a public school or other parent/community involvement program, and a scored questionnaire. You must also pass the Spanish Bilingual administered by the District. The District Verification form will be emailed to you separately and you must submit the completed form before the deadline provided. Candidates who meet the entrance qualifications and are successful on the scored questionnaire will be invited to the Bilingual Spanish Written and Oral Assessment. You will be contacted individually with testing date appointments and you must pass the Spanish Bilingual to be added to the Eligibility List. You will not receive your final results if you do not submit the 80 hour notification form, your HS diploma or equivalent, and pass the Spanish Bilingual assessment.

Application Process

To apply, click the Apply button at the bottom left corner of this page and log into the application management system; then, (1) click on the education and experience tabs and complete the requested information; (2) click on the Questionnaires tab and complete the questionnaires; and (3) submit your application by clicking on the Submit Application button in the last tab of the application wizard to complete the process.

Visit us at www.lausdjobs.org
IMPORTANT NOTE: Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you DO NOT receive this message on the same day you apply, it is likely that you did not submit your application. For assistance with your application Please email us at helpmeapply@lausd.net.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Please email us at helpmeapply@lausd.net to get assistance with the application process.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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