

SERVICE: Unclassified COMMUNITY REPRESENTATIVES
ISSUED BY: Pers. Research (10-29-12)
REPLACES: PG: E 3 (2-26-82)
REFERENCE: Education Code Section 45258
CHANGES: Revised Section 3 and updated Section 6.

1. Definition. A Community Representative is a community person, employed in an Unclassified Service position, who serves as an adviser or consultant to the District.
2. Recruitment and Selection.
 - a. Recruitment and selection of Community Representatives is the responsibility of the school, center, section, branch, division or region that is to utilize their services.
 - b. Budget authorization must precede recruitment and selection.
3. Classification. (See Policy Guide: S 11 for salary rates.)
 - a. Community Representative A (Class Code 8100) identifies the lowest level of responsibility within the Community Representative series. Primarily, services are limited to advice or interpretation involving local school or classroom relationships. (School-based assignment.)
 - b. Community Representative C (Class Code 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 project personnel concerned with school-community relations. (School-based assignment.)
 - c. Community Representative D (Class Code 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. (Educational Service Center assignment; not a school-based assignment.)
 - d. Community Representative E (Class Code 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. (Educational Service Center assignment; not a school-based assignment.)

EMPLOYMENT - COMMUNITY REPRESENTATIVES
E 3 (10-29-12)

4. Typical Duties.

- a. Assist in identification and resolution of school-community problems.
- b. Participates in or leads discussions or workshops.
- c. Interprets to individuals or groups the neighborhood attitudes, needs, and desires as they relate to the local educational process.
- d. Incorporates neighborhood attitudes and ideas into suggestions and proposals regarding the most effective utilization of facilities, methods, and materials to meet local educational needs.
- e. Participates with committees as members or advisers in matters concerning school programs and the community.
- f. Participates in meetings and individual discussions with pupils, parents, community and ethnic organizations regarding District policies and local school programs.
- g. Writes or speaks on school-community relations matters.
- h. Performs related duties as assigned.

5. Assignment Limitations.

- a. Community Representatives are limited to 90 working days or a total of 720 hours in a fiscal year. The maximum assignment as a Community Representative is eight (8) hours per day and is limited to 79 hours per pay period.
- b. An individual may serve in only one Community Representative assignment at a time.
- c. Regular employees (permanent or probationary), whether classified or certificated, may serve as Community Representatives only outside their regular assignment basis.
- d. Non-regular employees (not permanent or probationary), whether classified or certificated, may serve as Community Representatives outside their assigned working hours or during off-basis periods.

The total of any combination of assignments for a non-regular employee who serves as a Community Representative may not exceed 160 hours per pay period; nor may the total assigned hours exceed 8 hours a day or 40 hours a week for classified employees not exempt from the overtime positions of the Fair Labor Standards Act.

EMPLOYMENT - COMMUNITY REPRESENTATIVES

E 3 (10-29-12)

6. Processing.

- a. The applicant must complete the following forms: Application for Assignment as Community Representative (Form 8414-5); Employment Information (Form 8203), Employment Eligibility Certification (INS Form I-9). Tuberculosis (TB) Clearance (Form 8459); Oath of Allegiance or Support (Form 8204); Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements; Withholding Statements (W-4) and (DE-4); Warrant Recipient Designation Card (Form 5325.0); and Name and Address Card (Form 8201).
- b. The school or region sponsor will send the completed documents to the appropriate Fiscal Specialist or division office for budget authorization. Completed documents will then be forwarded to the Certificated Assignment Unit, Human Resources Division.

7. Time Reporting. Time must be reported for each hour worked (UseRG). Maximum hours per day is eight (8), not to exceed a total of 720 hours in a fiscal year.