

Job Title: AIDE, PARENTAL LIAISON
Reports to: Parent/Community Coordinator/Federal and State Programs Director
Dept./School: Federal and State Programs/Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: March 21, 2016

Primary Purpose

To facilitate and coordinate strong and productive relationship between parents, community, and schools. To provide adult literacy classes and assist parents in developing basic computer skills.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Valid driver's license
Have own vehicle

Special knowledge/Skills

Knowledge of basic computer operations and skills
Ability to operate personal computer and educational software
Ability to conduct adult literacy classes
Effective organizational, communication and interpersonal skills
Ability to work well with parents
Ability to conduct public meetings
Bilingual-English/Spanish

Experience

Minimum of 3 years adult literacy instruction, preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Maintain good communications and telephone skills while performing routine office duties.
2. Assist Parent/Community Coordinator with identifying and implementing effective strategies for motivating and involving parents, to include making arrangements for guest speakers for all scheduled parental training sessions.
3. Assist with promoting a climate conducive to open communication and productive partnerships between parents, schools and community.
4. Assist with the planning of parental involvement meetings, trainings and workshops.
5. Prepare materials and activities as needed for monthly parental involvement meetings, trainings and workshops.
6. Develop, implement, and inform parents of district-wide adult literacy workshops.
7. Work cooperatively with Federal and State Programs Director and Parent/Community Coordinator in assisting with Migrant families and participate in electing the Parent Advisory Council (PAC).
8. Assist parents with the use of computers, printers, instructional software and scanners, provide basic computer instruction as needed.
9. Provide assistance and coordination for school volunteer programs.
10. Conduct and/or monitor evening classes as needed.

11. Conduct parent meetings, trainings and workshops in English and Spanish, as well as other activities that assist parents in improving their parenting skills.
12. Keep parents informed of student's lack of attendance, academics and discipline.
13. Participate with Inter-Agency group, which provides services to parents and/or students.
14. Assist with campus staff to plan, manage and conduct activities as well as disseminate necessary information for parents of all students, to include Title I and Migrant students
15. Arrange for community volunteers to provide parent trainings as identified through parent surveys.
16. Assist with compiling available community resources based on parent interests and/or needs.
17. Assist Parent/Community Coordinator in the use of electronic media, newspaper, radio, flyers and other means of communication to disseminate information to parents district-wide regarding scheduled workshops, trainings, and information.
18. Assist Federal and State programs staff with providing services to homeless, foster care, unaccompanied youth and other families in need, including shopping for clothing and other allowable items.
19. Inform the Parent/Community Coordinator and Federal and State Programs Director of the status of all projects and directions or requests received internally or externally
20. Make home visits as assigned, keep documentation and follow up as needed.
21. Contact parent regarding family profiles.
Assist families in the following manner:
 - a. Register student and set up binder with student information.
 - b. Explain program services.
 - c. Assist in the identification of home problems that may have a bearing on the individual student's accomplishments at school.
 - d. Provide effective two-way communication on program services, activities, policies and resources.
22. Attend student referral meeting and keep appropriate documentation.
23. Work with other Health and Nurse to fulfill campus requirements.
24. Keep a record of In kind on parent volunteers/special events, and maintain a binder.

Policy, Reports, and Law

25. Maintain files on student/parent enrollment, progress, attendance and use of instructional programs.
26. Compile, maintain and file all physical and computerized reports, records, and other documents as required. Submit all documentation as needed.

Other

27. Participate in staff development, faculty meetings, and special events as needed, in including campus events.
28. Assist with monthly staff development training for district parental aides.
29. Perform other duties, within the parental component, as assigned by supervisor.

- 30. Maintain confidentiality of information.
- 31. Comply with Campus standards, district policy and procedures.

Supervisory Responsibilities

- 32. Provide monthly reports to director on In kind, volunteers, parent/family needs, as needed.

EQUIPMENT USED

Personal computers, copier, printers, typewriter, laminator, die-cut machine shredder, paper cutter, poster machine.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; coordinate multiple projects, meet deadlines. Frequent, prolonged and irregular hours; frequent district-wide and occasional state or national travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____