

Job Title: AIDE, PARENTAL/SOCIAL SERVICES
Reports to: Principal and Coordinator
Dept./School: Head Start/Early Childhood Program
Wage/Hour Status: Non-exempt
Pay Grade: 187-1
Work Days: 187
Date Revised: November 17, 2008

Primary Purpose

Acts as a liaison between parents and the Head Start/Early Childhood Program to assist with the fulfillment of the overall needs of the program's families.

QUALIFICATIONS

Education/Certification

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

Special Knowledge/Skills

Ability to work well with children
Above average ability to communicate orally and in writing effectively
Acceptable public relations skills
Experience working with parents

Experience

Some experience working with community agencies

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Support

1. Contact parent regarding family profiles.
Assist the families of Head Start/Early Childhood Programs in the following manner:
 - a. Register student and set up binder with student information
 - b. Explain the services of the Head Start/Early Childhood Programs.
 - 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
2. Provide Parent Training monthly and keep appropriate documentation in terms of education, development, nutrition, health and disabilities.
3. Maintain a list of follow-up service needs and provide delivery of needed assistance.
4. Provide information about available community service agencies.
5. Monitor irregular attendance of children or those who have had three consecutive days of absence.
6. Attend student referral meeting and keep appropriate documentation.

- 7. Maintain a system that provides confidentiality of records and family information
- 8. Cooperate with existing community resources to provide services to Head Start/Early Childhood families.
- 9. Communicate with parents about community resources.
- 10. Implement procedure to establish role of advocacy for Head Start/Early Childhood parents.
- 11. Work with other components of the programs to fulfill the requirements of the standards.
- 12. Assist in scheduling parent training based on parent interest/needs as identified by survey.
- 13. Assist in the identification of migrant families.
- 14. Keep a record of In keyed on parent volunteers/special events, and homework and maintain a binder.
- 15. Keep record of volunteer Parents.
- 16. Provide transportation to parents when needed utilizing Head Start van.
- 17. Conduct home visits on referrals and attendance twice a year and follow-up as needed.

Other

- 18. Participate in staff development training programs to improve job performance.
- 19. Participate in faculty meeting and special events as assigned.
- 20. Perform other duties assigned by supervisor.
- 21. Comply with Head Start standards, district policy and procedures

Supervisory Responsibilities

None

EQUIPMENT USED

Copier, personal computer, typewriter, and audiovisual equipment

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.
Driving Head Start van.

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.