

TITLE: PROGRAM ASSISTANT: PARENT INVOLVEMENT

QUALIFICATIONS:

1. California high school diploma granted since January 1, 1981 or passage of Kern County high school proficiency test
2. College coursework in related field of study
3. Ability to work with children of diverse ethnic, racial, cultural, educational and economic backgrounds
4. Ability to effectively communicate with students, staff and public
5. Experience as instructional aide or other related job experience
6. Ability to follow oral and written directions
7. Knowledge of basic clerical procedures
8. Bilingual ability may be required, depending on assignment

REPORTS TO: Administrator as assigned

JOB GOAL: To assist in providing well-organized, smoothly functioning school environment in which students benefit from instructional program

PERFORMANCE RESPONSIBILITIES:

1. Assists school staff in developing and implementing activities to increase parent involvement in educational program
2. Assists school staff with parent contacts, including but not limited to community visits, telephone calls and miscellaneous correspondence
3. Works with parents and staff in promoting understanding of the school program
4. Participates in inservice training programs as needed
5. Assists in selection of supplies, materials and equipment
6. Assists with recordkeeping, filing and other clerical duties as appropriate to program
7. Maintains high level of ethical behavior and confidentiality of information about students
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class. 11

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable