

Class Codes

PARENT EDUCATION SUPPORT ASSISTANT	5478
PARENT EDUCATION SUPPORT ASSISTANT (SPANISH LANGUAGE)	5480
SENIOR PARENT EDUCATION SUPPORT ASSISTANT	5476

DEFINITION

Assists various central District programs by disseminating educational program information to parents and students. A Senior Parent Education Support Assistant performs the same duties as Parent Education Support, but also assists the program administrator and team by supporting Parent Education Support Assistants (PESA) with program best practices for building parent engagement, workshop material, and presentations.

TYPICAL DUTIES

- Provides parents and students with education program information and refers parents and students who need further assistance to appropriate certificated advisors.
- Participates in discussions and workshops, and presents approved central District program information to parents and students.
- Participates in community outreach for program-specific events.
- Collaborates and meets with other school personnel to coordinate services for parents and provide additional program-specific resources.
- Maintains communication and effective relationships with parents, school and central district staff, and partner organizations.
- Attends professional development trainings and meetings to stay informed on central District program updates.
- Maintains files, records, and other information and checks forms and records for completeness and accuracy.
- Creates outreach materials such as flyers, posters, and information briefs.
- Assists with developing program specific training materials. (Senior Parent Education Support Assistant only)
- Provides training workshops for PESA's and staff involved in the parent/student/community programs. (Senior Parent Education Support Assistant only)
- Responds to questions from PESA's regarding program resources and services. (Senior Parent Education Support Assistant only)
- May plan and coordinate parent and community meetings with school site administrators, school staff and parents. (Senior Parent Education Support Assistant only)
- May assist administrators with various program-related tours or field trips.
- May prepare, modify, and update simple spreadsheets.
- May assist parents with completing forms.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent Education Support Assistant disseminates educational information regarding various central District programs to the parents and students. Some positions in the class may be located at school sites, as needed, to reach out to program-specific audiences. The Parent Education Support

Assistant (Spanish) performs the same duties as the Parent Education Support Assistant in a position that required fluency in Spanish.

A Senior Parent Education Support Assistant assists the program administrator and team by supporting the Parent Education Support Assistant with program best practices at a District school and participates in the work while performing the duties of a Parent Education Support Assistant.

A Parent Resource Liaison assists in maintaining a program or parent or community center of a local school or office by providing various resources and information to parents through workshops and training.

SUPERVISION

General supervision is received from a program administrator. A Parent Education Support Assistant exercises no supervision or work direction over lower-level positions or personnel. A Senior Parent Education Support Assistant may provide work direction to Parent Education Support Assistants and other individuals involved in parent/community programs. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Pertinent issues affecting local schools
- Basic English composition and arithmetic
- Office practices and procedures
- Operation of various office machines
- Microsoft Windows operating systems and Office Suite programs
- Web browsing techniques
- Community attitudes, desires, and the needs of the locality to which assigned

Ability to:

- Work effectively with employees, students, and the public
- Communicate effectively orally and in writing
- Organize files and keep accurate records
- Operate a personal computer and associated peripheral equipment
- Speak and write the English language and the predominant language spoken by the community
- Work effectively with District personnel, community representatives, and students
- Speak clearly and communicate effectively and make effective oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Parent Education Support Assistant or (Spanish)

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.

Senior Parent Education Support Assistant

One year of 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.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

New Class
02-13-20
CA