

Class Codes

PARENT RESOURCE ASSISTANT	5552
PARENT RESOURCE ASSISTANT (ARMENIAN LANGUAGE)	5553
PARENT RESOURCE ASSISTANT (KOREAN LANGUAGE)	5554
PARENT RESOURCE ASSISTANT (SPANISH LANGUAGE)	5555

DEFINITION

Provides direct support to parents of a school by relaying information, maintaining parent-school communication, and assisting in programs and outreach activities for parents.

TYPICAL DUTIES

- Assists in scheduling, reserving facilities, making copies of meeting materials, and contacting instructors and guest speakers for parent education classes and workshops on topics such as effective home-school communications, proactive involvement in children's education, and effective parenting skills.
- Assists in liaising with parents and District staff regarding advisory committee meetings.
- Assists in planning outreach activities for parents and advisory committee meetings housed in a parent center of a school.
- Updates records of volunteer hours.
- Assists in creating and distributing surveys and flyers for a parent recognition program.
- Assists in maintaining an inventory of forms, office supplies, and equipment of a family resource/parent center in a school.
- Conducts and collects parent satisfaction surveys.
- Assists in proofreading materials.
- Maintains a parent database.
- May accompany and assist certificated staff in home visits to welcome and establish rapport with and outreach to new families in the school community.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent Resource Assistant assists in maintaining a parent-school program of a local school or office. A Parent Resource Assistant (Armenian Language), (Korean Language), or (Spanish Language) performs the same duties as a Parent Resource Assistant in a position that requires fluency in Armenian, Korean, or Spanish.

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 site administrator. Work direction may be exercised over parent volunteers. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Pertinent issues affecting local schools
- Community resources and services based on students' needs, such as vision screening
- Organizations that provide assistance to homeless families and wraparound services
- Basic English composition and arithmetic
- Office practices and procedures
- Operation of various office machines
- Microsoft Word
- Web browsing techniques

Ability to:

- Work effectively with employees, students, and the public
- Communicate effectively orally and in writing
- Organize files and keep accurate records
- Operate and use a computer

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

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.

Special:

A valid California Driver License.
Use of an automobile may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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