

SITE LEVEL PARENT-ASSISTANT COORDINATOR

DEFINITION

Under the supervision of the school principal, to coordinate the recruitment, placement, and functions of parent volunteers; to act in a public relations capacity; to perform delegated clerical and liaison responsibilities of the program; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Characteristic of this position is the minimal amount of supervision required; certain duties must be performed outside the confines of the school premises without the direct supervision of the site level administrator. This position maintains a liaison relationship with the community, with parents, students, and teacher aide staff. The Site Level Parent-Assistant Coordinator is not expected to take any action involving the application of techniques of professional education or the making of policy decisions.

ESSENTIAL FUNCTIONS

Coordinates the recruitment, screening, placement, scheduling, and training of parent volunteers, K-8.

Surveys the community for resources available within the community for classroom enrichment.

Coordinates all activities related to speakers, assemblies, field trips, etc.

Coordinates the calling, placement, and orientation of substitute aides.

Contacts community leaders to interpret the role of the school in this community, and assists in the submission of releases to local news media of special activities of the school.

Disseminates information to the public for the purpose of establishing social interaction and establishing relationships with parents.

Participates in the parent education programs and parent advisory functions at the local and District level.

Assists in monitoring the categorical budget, processing purchase orders, and payroll timesheets.

Acts as a liaison to the School Site Council.

Coordinates recognition events.

Assists parents with school related problems, information, and referral information.

Assists with recruitment and training of Site Council members.

Performs categorical related tasks as delegated by the principal.

QUALIFICATIONS

Knowledge of:

Categorical guidelines and regulations; basic modern office machines including computer operations; correct English grammar usage, spelling, and punctuation; fundamentals of bookkeeping computational skills; various community organizations; techniques of public relations.

Ability to:

Meet the public tactfully and courteously; establish and maintain cooperative and effective working relationships with the community, parents, leaders and students; apply the rules and regulations of the Categorical Program with good judgment; compile accurate and complete reports; understand, compile,

and provide oral and written reports; ability to use computer and type accurately from clear copy at a rate of 30 words a minute.

Experience

A minimum of two years as a volunteer or paid teacher aide; direct involvement in the local community programs.

Education

Equivalent to the completion of one year of college. (Responsible experience may be substituted for required education on a year-for-year basis.)

Approved: 11/7/78; Revised 12/13/93