

DISTRICT PARENT CENTER ASSISTANT

DEFINITION

Under general direction of the Director of Categorical Programs, the Parent Center Assistant assists in maintaining a District Parent Center by providing various resources and information to parents through workshops, trainings, and guest speakers; coordinating and organizing volunteers, relaying information, and maintaining Parent Center communication, through the District Parent Center.

ESSENTIAL DUTIES

- Increase connections with families through district-based resources and services, facilitate parent events and act as a resource for parents, guardians, and caregivers.
- Administer, monitor, and supervise the daily services provided by the District Parent Center.
- Assist in planning and organizing outreach activities for parents and the community
- Maintain and update monthly District Parent Center calendar and website.
- Organize and assist with trainings and workshops provided through the District Parent Center.
- Work to accommodate meeting space and classroom space needs for trainings, workshops, and community agencies offering services.
- Assists in arranging volunteers, speakers, and subject matter experts, for the District Parent Center.
- Maintain routine records and parent database.
- Monitor and order forms, office supplies, and necessary office equipment.
- Attend community meetings, recruit parent volunteers, and conduct parent surveys.
- Conduct Open House and other activities to acquaint parents with the programs and services available to them.
- Organize and assist with Parent Information Night events
- Greet and assist parents. Must display strong interpersonal and public relation skills
- Ability to relate/interact with various cultures and social groups
- Must exercise strict confidence in handling sensitive student and parent information
- Must be computer literate
- Coordinates academic-based learning opportunities/workshops for parents at flexible times
- Initiates and responds to parent phone calls, emails, and written correspondence related to Parent Engagement and/or District Parent Center
- Maintains all required Title I documentation related to the District Parent Center
- Assists parents in accessing community resources
- Must be organized and able to work independently
- Speak, read, and write in Spanish.
- Performs other Title I District Parent Center duties as assigned

QUALIFICATIONS

Knowledge of: Current technology and software applications including Microsoft Excel, Microsoft Word; correct English usage, spelling, grammar, punctuation and composition; current office methods, procedures and equipment, including word processing, data entry, fax operations, duplicating machines; methods used in compiling complex statistical reports; data processing terms, practices, and procedures; logical steps in computer operating systems and record management.

Ability to: Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed; possess excellent organizational skills; proficiently operate standard office equipment; computer/word processor, fax machine, duplication machines, computerized telephone system, etc.; perform complex mathematical calculations with accuracy and speed; establish and maintain cooperative and positive working relationships with diversified staff and general public; detect errors in printed output and troubleshoot query problem in pre-identification files needed for documents and barcode labels; interpret an extensive variety of technical instructions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- Will stand, walk, and sit most of the time, but may walk or stand for brief periods of the time; occasional bending, stooping, crouching, kneeling, reaching above shoulder level, and/or ascending and descending a step stool or step ladder
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials
- Will occasionally be required to work in an environment near moving mechanical parts and where the noise level is moderate
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of directly related computer experience; networking with personal computers using relational databases is preferred.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle operator's License. Use of a private vehicle is required.

Condition of Employment: Insurability by the District's liability insurance carrier is required.