



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

DISTRICT PARENT INSTITUTE ASSISTANT

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, the District Parent Institute Assistant assists in maintaining a District Parent Institute by providing various resources and information to parents through workshops, trainings, and guest speakers; coordinating and organizing volunteers, relaying information, and maintaining Parent Institute communication, through the District Parent Institute.

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 Institute.
- Assist in planning and organizing outreach activities for parents and the community
- Maintain and update monthly District Parent Institute calendar and website.
- Organize, coordinate and assist with trainings and workshops provided through the District Parent Institute.
- Interpret an extensive variety of technical instructions to assist parents/ guardians.
- Facilitate space needs for trainings, workshops, and community agencies offering services.
- Arrange volunteers, speakers, and subject matter experts, for the District Parent Institute.
- 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 District events to acquaint parents with the programs and services available to them.
- Organize and assist with Parent Informational events.
- Greet and assist parents.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.
- 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 Institute
- Maintains all required Title I documentation related to the District Parent Institute
- Assists parents in accessing community resources
- Performs other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current technology and assigned software applications.
- 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.
- Possess excellent organizational skills.
- Proficiently operate standard office equipment.
- Effectively operate a computer and use appropriate software applications.
- Perform complex mathematical calculations.
- 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.
- For Bilingual: knowledge of written and oral Spanish or other designated language.

Bilingual/Billiterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE

EDUCATION:

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

EXPERIENCE:

Three years of directly related computer experience; networking with personal computers using relational databases is preferred. Recent job-related experience within the last five years is required.

LICENSE, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a California Motor Vehicle operator's License.
- Use of a private vehicle is required.
- Insurability by the District's liability insurance carrier is required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment. Fast-paced, with heavy workload, and constant interruptions.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that 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.

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

POTENTIAL HAZARDS:

N/A

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