

**Job Title:** AIDE, TITLE I PARENTAL (DISTRICT)  
**Reports to:** Parent/Community Coordinator/Federal Programs Director  
**Dept./School:** Federal and Special Programs  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** 2013-2014

### **Primary Purpose**

To facilitate and coordinate strong and productive relationship between parents, community, and schools. To provide adult literacy classes and assist parents in developing basic computer skills.

### **QUALIFICATIONS**

#### **Education/Certification**

A minimum of 60 college hours  
Valid driver's license  
Have own vehicle

#### **Special knowledge/Skills**

Knowledge of basic computer operations and skills  
Ability to operate personal computer and educational software  
Ability to conduct adult literacy classes  
Effective organizational, communication and interpersonal skills  
Ability to work well with parents  
Ability to conduct public meetings  
Bilingual-English/Spanish

#### **Experience**

Minimum of 3 years adult literacy instruction, preferred

### **MAJOR RESPONSIBILITIES AND DUTIES**

1. Maintain good communications and telephone skills while performing routine office duties.
2. Assist Parent/Community Coordinator with identifying and implementing effective strategies for motivating and involving parents.
3. Assist with promoting a climate conducive to open communication and productive partnerships between parents, schools and community.
4. Assist with the planning of parental involvement meetings, trainings and workshops.
5. Prepare materials and activities as needed for parental involvement meetings, trainings and workshops.
6. Develop and implement district-wide adult literacy workshops.
7. Work cooperatively with Federal Programs Director and Parent/Community Coordinator in identifying instructional software.
8. Assist parents with the use of computers, printers, instructional software and scanners.
9. Provide basic computer instruction.
10. Conduct and/or monitor evening classes as needed.
11. Conduct parent meetings, trainings and workshops in English and Spanish.
12. Detects and arranges for maintenance and repair of computer equipment.
13. Perform computer backups on a regular basis.

14. Maintain federal programs' computer lab in a neat, orderly manner to include bulletin boards, parent notices and displays.
15. Arrange for community volunteers to provide parent trainings as identified through parent surveys.
16. Assist with compiling available community resources based on parent interests and/or needs.
17. Assist Parent/Community Coordinator in the use of electronic media, newspaper, radio, flyers and other means of communication to disseminate information to parents district-wide regarding scheduled workshops and trainings.
18. Assist federal programs staff with providing services to homeless, foster care, unaccompanied youth and other families in need.
19. Inform the Parent/Community Coordinator and Federal Programs Director of the status of all projects and directions or requests received internally or externally
20. Make home visits as assigned.

**Policy, Reports, and Law**

21. Maintain files on student/parent enrollment, progress, attendance and use of instructional programs.
22. Compile, maintain and file all physical and computerized reports, records, and other documents as required.

**Other**

23. Participate in staff development, faculty meetings, and special events as needed.
24. Assist with monthly staff development training for district parental aides.
25. Perform other duties, within the parental component, as assigned by supervisor.
26. Maintain confidentiality of information.

**Supervisory Responsibilities**

None

**EQUIPMENT USED**

Personal computers, copier, printers, typewriter, laminator, die-cut machine shredder, paper cutter, poster machine.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; coordinate multiple projects, meet deadlines. Frequent, prolonged and irregular hours; frequent district-wide and occasional state or national travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.