

**JOB TITLE: PARENT INVOLVEMENT ASSISTANT**

**JOB DESCRIPTION:**

This employee is responsible for disseminating information and increasing parent involvement.

Duties of this position include but are not limited to:

1. Assisting with school development of the Parent Involvement plan.
2. Assisting with dissemination of the school information to news media.
3. Assisting with organizing training to educate parents.
4. Assisting with ordering and organizing materials to educate parents.
5. Assisting with scheduling flexible meeting times and locations for parents.
6. Assisting with promoting the value of parent involvement to school staff.
7. Assisting with providing specific and timely information regarding the school's program.
8. Assisting with providing support for parents.
9. Assisting with securing and providing information in a language and form the parents will understand.
10. Assisting with planning and developing multicultural events.
11. Attending faculty meetings, advisory meetings and all school functions in which parent involvement is desired.
12. Assisting with monitoring volunteer and other paperwork.
13. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS**

1. At least 18 years of age.
2. High School Diploma or equivalent.
3. Ability to relate to people.
4. Computer skills such as word processing, database, spreadsheets.
5. Experience with community groups.
6. Ability to communicate effectively in written and oral form.

**DESIRED QUALIFICATIONS**

1. Reside in community.
2. Some college education.
3. Second Language.