

PARENT RESOURCE CENTER ASSISTANT

Purpose Statement

The job of Parent Resource Center Assistant was established for the purpose/s of coordinating and implementing support for families of children with disabilities; providing information regarding services and support within the community; researching and acquiring a broad array of community resources to support instructional programming; and facilitating positive family, school and student relationships.

This job reports to Special Education Director

Essential Functions

- Attends district level meetings for the purpose of conveying and/or receiving information related to job functions.
- Coordinates a variety of activities/events (e.g. meetings, presentations, workshops, surrogate parent training program, etc.) for the purpose of ensuring the availability of participants and promoting student achievement and home-school partnerships.
- Develops and coordinates a public awareness campaign for the purpose of raising awareness of disabilities.
- Facilitates and presents meetings, workshops, etc. for families, students, community groups and institutions for the purpose of providing information and/or clarification regarding disabilities, pertinent laws, services, etc. related to students disabilities.
- Guides parents for the purpose of informing them about services available and appropriate contacts within the school district and community.
- Maintains manual and electronic documents, files and records for the purpose of documenting activities and/or providing an up-to-date reference and audit trail.
- Participates on community disability and family related committees for the purpose of collaborating with other agencies and/or receiving /conveying information.
- Prepares a variety of written materials (e.g. reports, memos, letters, newsletters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. parents needs assessment survey, Parent Center Brochure, newsletter, training information, etc.) for the purpose of disseminating information to appropriate parties.
- Provides advocacy and support to families for the purpose of meeting individual needs and/or promoting student achievement.
- Researches various information for the purpose of providing information regarding disabilities, pertinent laws, etc.; locating community, regional and national resources; and/or developing reference lists of available community, regional and national resources.
- Responds to inquires for the purpose of providing information and/or direction.
- Selects materials for Parent Center library for the purpose of providing information about disabilities and/or special education services to families and/or community.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development; pertinent codes, policies, regulations and/or laws; family dynamics; disabilities that impact educational processes; and community and statewide services and support.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and developing, preparing and presenting complex materials to workshop participants.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 38

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____