Communities in Schools Parent Assistant

Reports to: Principal
Supervises: None
Term of Employment: 10 months
Salary: Classified Staff Salary Schedule, Local Supplement
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Two years college or bachelor degree (preferred)
- High School diploma (required)

Essential Job Functions:
- Works directly with parents on a daily basis to bridge the gap between school and home
- Provides additional resources for students and families outside of school to help students stay in school
- Makes community contacts to involve local churches, clubs, agencies, etc. to provide support for needy and challenging situations that are beyond the school’s control
- Collaborates with school counselor to provide peer mediation sessions with students to help with peer pressure situations
- Keeps parents abreast of school functions, conferences, and special activities to promote and provide opportunities for parent involvement
- Works directly with Communities in Schools and provides pertinent data such as test data, attendance, and demographics to help with improvement of students’ academic performance and to have the opportunity to be engaged and exposed to a variety of educational events
- Provides incentives to keep students motivated in school
- Attends special functions in the community to support students and promote Public Relations
- Performs other duties and responsibilities as assigned by supervisor
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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

• operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
• operate a motor vehicle
• listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
• respond appropriately to inquiries or complaints
• use tact and courtesy when working and dealing with community
• read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
• write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
• speak before groups of people with poise, voice control and confidence
• apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
• demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
• interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
• interpret and carry out oral and/or written instructions
• demonstrate continued professional curiosity and growth
• communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
• hear, speak, read, record, and explain information, communication, and procedures
• deal fairly with people beyond giving and receiving instructions