



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** December 13, 2017

**Agenda Item:**

Discuss and approve the Revised Classified Job Description of Parent Resource Center Assistant.

**Agenda Placement:**

Action

**Background:**

District administration has made changes in the reporting structure for the Classified Job Description of Parent Resources Center Assistant; this position will now report to the Director of Community Services and Parent Resources Centers (PRC). In reviewing the job description; changes have been made to the Purpose Statement and Clearances.

**Recommendation:**

It is recommended that the Revised Classified Job Description be approved as presented.

# **Madera Unified School District Classified Job Description**

## **Parent Resource Center Assistant**

### **Purpose Statement**

Under general direction of the Director of Community Services, the Parent Resource Assistant assists in maintaining a Parent Resource Center of a school by providing various resources and information to parents through workshops and trainings; relaying information, maintaining parent-school communication, coordinating, and organizing volunteers, and interns at the Resource Center.

This job reports to the Director of Community Services and Parent Resources Centers (PRC)

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### **Essential Functions**

- Increase the school's connections with families by provided increased access to school and district-based resources and services, facilitate parent events and acting as a resource for students, parents, guardians, and caregivers.
- Assist parents with concerns such as health coverage for children, social services, immigration, and basic needs such as food, clothing, and transportation.
- Administer, monitor and supervises various designated phases of the Resource Center.
- Assist in planning outreach activities for parents and assist in trainings for interns and parent advocates.
- Organizes, coordinates, and schedules parent education classes and various scheduled workshops and maintain monthly Parent Resource Centers' calendar.
- Participate in trainings and workshops and/or presents approved information in topics such as effective home-school communications, effective parenting, basic computer skills, nutrition, physical health, testing, high school graduation requirements and other MUSD programs.
- Act as liaison to outside agencies that are available for parents involved in the program.
- Assist in arranging volunteers, speakers, subject matter experts, discussion leaders for the Resource Center.
- Answer telephone, types memos, and create forms, flyers, and brochures, maintain routine bookkeeping records and maintain parent database.
- Keep track of inventory of forms, office supplies, and equipment.
- Maintain various records and files.
- Attend community meetings, recruit parent volunteers, and conduct parent satisfaction surveys.
- Work to accommodate meeting space and classroom space needs for community agencies offering services.

## **Other Functions**

- Perform other related duties as assigned.

## **Job Requirements:**

### **Skills, Knowledge and Abilities**

**SKILLS** Specific skilled-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including software; preparing and maintaining accurate records.

**KNOWLEDGE** : Specific knowledge-based competencies required to satisfactorily perform the functions of the job include effective office principles, procedures, and practices including indexing, filing systems and maintenance, telephone techniques, proper document construction, and proper English usage, spelling, grammar, vocabulary, and punctuation.

**ABILITY** is required to communicate effectively and work cooperatively with parents, students, staff members, community and agency representatives; work effectively without immediate supervision; maintain accurate records and files; adapt to changing work priorities, communicating with diverse groups; maintaining confidentiality; working as a team; setting priorities; working with frequent and sustained interruptions.

Oral bilingual proficiency in a second language is required.

## **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others.

## **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 20% sitting, 60% walking, and 20% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness. This job is performed in a generally clean and healthy environment.

## **Minimum Qualifications**

**Experience:** Two years of experience working with community and or social services organizations preferably working directly with school age children.

**Education:** High school diploma or equivalent.

### **Required Testing**

Pre-employment Proficiency Test

### **Continuing Education Training**

Continuing updates of new laws and/or attending seminars and trainings related to the targeted population.

### **Certificates**

Licenses: Possession of a valid Class C California Driver's License may be required

### **Clearances**

Criminal Justice Fingerprint/Background Clearance DOJ/FBI Background Clearance TB Clearance

Physical Demand (B)

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Range**

