

Class Codes

PARENT AND FAMILY RESOURCE ASSISTANT	5552
PARENT AND FAMILY RESOURCE ASSISTANT (ARMENIAN LANGUAGE)	5553
PARENT AND FAMILY RESOURCE ASSISTANT (KOREAN LANGUAGE)	5554
PARENT AND FAMILY RESOURCE ASSISTANT (SPANISH LANGUAGE)	5555

## DEFINITION

Assists with providing direct support to parents and families of a school by relaying information, maintaining parent-school communication, and assisting in programs and outreach activities for parents and families.

## TYPICAL DUTIES

Assists in scheduling, reserving facilities, making copies of meeting materials, contacting instructors and guest speakers, and presenting or coordinating parent and family education classes and workshops on topics that support student success such as, but not limited to, the school volunteer program, Parent Portal, and the School Experience survey.

Assists in liaising with parents, families, and District staff regarding advisory committee meetings.

Assists in planning outreach activities for parents, families, and advisory committee meetings housed in a parent and family center of a school.

Updates records of volunteer hours.

Assists in creating and distributing surveys and flyers for a parent and family recognition program.

Assists in organizing and maintaining an inventory of forms, office supplies, and equipment of a parent and family center in a school.

Conducts and collects parent and family satisfaction surveys.

Assists in proofreading materials.

Maintains a parent and family database.

Participates in training and workshops with Regional Parent and Family Engagement staff.

May accompany and assist certificated staff in home visits to welcome and establish rapport with and outreach to new families in the school community.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent and Family Resource Assistant assists in maintaining a parent/family-school program of a local school or office. A Parent Resource Assistant (Armenian Language), (Korean Language), or (Spanish Language) performs the same duties as a Parent Resource Assistant in a position that requires fluency in Armenian, Korean, or Spanish.

A Parent and Family Resource Liaison maintains a program or a Parent and Family Center of a local school by providing various resources and information to parents through workshops, orientations, and trainings.

## SUPERVISION

General supervision is received from a site administrator. Work direction may be exercised over parent or family volunteers. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Pertinent issues affecting local schools
- District and community resources and services based on students' needs, such as vision screening
- Organizations that provide assistance to homeless families and wraparound services
- Basic English composition and arithmetic
- Office practices and procedures
- Operation of various office machines
- Apple or Microsoft Windows operating systems and Office Suite programs
- Web browsing techniques

### Ability to:

- Work effectively with employees, students, and the public
- Communicate effectively orally and in writing
- Organize files and keep accurate records
- Operate and use a computer and software programs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

80 hours of paid experience or verifiable volunteer experience in a parent or community center of a public school or other parent/community involvement program.

### Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

Willingness to work irregular hours.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

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BM

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