

MACON COUNTY SCHOOLS
PARENT INVOLVEMENT AIDE
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Minimum of high school diploma or equivalent.
- (2) Post-secondary training in related area preferred.
- (3) Successful work experience in related field preferred.
- (4) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan and organize activities and events. Ability to communicate effectively, both orally and in writing. Knowledge of current educational research in the area of at-risk students. Understanding of socio-economic conditions associated with at-risk students. Ability to work with people with varied backgrounds and cultures. Ability to work in projects independently.

REPORTS TO:

Federal Program Director

JOB GOAL

To plan, develop, and coordinate Title I parent involvement activities at all system schools.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide information to Title I parents on a timely basis.
- * (2) Make personal contact with parents regarding Title I Program involvement.
- * (3) Assist schools and parents in scheduling Parent Advisory Council activities.
- * (4) Assist Federal Program Director in developing parent involvement practices.
- * (5) Assist Federal Program Director in annual evaluation of Title I parent involvement component.
- * (6) Involve parents in planning, review, and improvement of Title I Program.
- * (7) Coordinate Title I activities with other programs when appropriate.
- * (8) Hold periodic meetings with parents, administrators, and other school personnel to enhance parent involvement.
- * (9) Create or select long-range plans based on a review of Title I Program priorities.
- * (10) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- * (11) Collaborate with parents, school staff and other appropriate persons to enhance parent involvement in Title I.
- * (12) Engage in continuing improvement of professional knowledge and skills.
- * (13) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- * (14) Develop and implement a Professional Development Plan annually in accordance with

PARENT INVOLVEMENT AIDE (Continued)

- state and system requirements.
- *(15) Act in a professional and ethical manner and adhere to professional standards at all times.
 - *(16) Perform assigned duties.
 - *(17) Demonstrate attention to punctuality, attendance, records, and reports.
 - *(18) Maintain confidentiality of student and other professional information.
 - *(19) Comply with policies, procedures, and programs.
 - *(20) Support school improvement initiatives by active participation in school activities, services, and programs.
 - (21) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities