

High School (Upper School) Parent Involvement Assistant

DEFINITION:

Under supervision of Assistant Principal of Student Relations, this position involves the coordination and implementation of the parent involvement component within the upper school (i.e., grades 10-12) for the purpose of helping parents of at-risk students become actively involved in the educational process of their children.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

REPORTS TO: ASSISTANT PRINCIPAL FOR STUDENT RELATIONS

TASKS:

- Provides community resource information and referrals when necessary to meet the basic needs of students and their families.
- Assists in promoting, communicating, and enforcing attendance policies.
- Assist with case management of at-risk students in the upper school and provide documentation for inclusion in the student information data warehouse
- Serves as major communication link between home and school; liaison to parents and assist upper school teachers, counselors, associate principals, nurses, in their communications with parents.
- Makes home visits as necessary when accompanied by a staff member.
- Provides Parent Engagement information to upper school staff, students, and parents.
- Coordinates volunteer efforts within the high school.
- Coordinates and assists site administration team in the facilitation of school events and a *monthly* Title I parent training workshop in the areas of reading, writing, math, parenting skills, or other topic, as per the School Improvement Plan.
- Maintains documentation on parent meetings/workshops (sign-in sheets, agendas, and minutes).
- Assists parents with navigating the school system (i.e. Parent Connect, Special Education services, parent-teacher conferences/meetings).
- Must attend monthly PIA meetings/trainings and take back information to Principal or staff.
- Performs related duties as requested.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of District policies and procedures
- Knowledge of school, community and tribal resources
- Knowledge of barriers hindering parent involvement in school services and student academic achievement
- Skill in the use of technology (laptops, digital cameras, etc.).
- Skill in following written and oral instructions
- Skill in oral and written communication
- Skill in preparing letters and flyers
- Establish and maintain effective relationships with school staff, parents, and community

PHYSICAL REQUIREMENTS:

Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

- High school diploma or equivalent
- Associates degree preferred
- Must possess an Arizona driver license
- Fluency in English and Spanish preferred