



## PERSONNEL COMMISSION

Class Specification  
Salary Range: 10 (C1)

<u>CLASS CODE</u>	<u>TITLE</u>
3273	INSTRUCTIONAL AIDE – PARENT RESOURCES CENTER
3274	INSTRUCTIONAL AIDE – PARENT RESOURCES CENTER /BL
3275	INSTRUCTIONAL AIDE – PARENT RESOURCES CENTER (R)
3276	INSTRUCTIONAL AIDE – PARENT RESOURCES CENTER/BL (R)

### JOB SUMMARY

Under immediate supervision, assist and participate in the academic and personal development of adults in a Parent Resources Center; assist in the preparation and conveyance of instructional materials; perform related duties as assigned.

### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Discuss Parent Center learning activities with teacher/facilitator to coordinate instructional efforts and to implement instructional programs. **E**
- Convey instructional materials to parents, individually or in groups, following lesson plans developed by the facilitator, through District approved marketed materials; assist in the planning of lesson activities in accordance with programs goals. **E**
- Assist parents in operating a microcomputer and in learning activities associated with computer assisted instruction. **E**
- Tutor, participate with, or monitor parents in such activities as games, recreational activities, for the purpose of developing and reinforcing personal and family self-esteem. **E**
- Contact and arrange for speakers from the community to lecture, provide courses in areas of general interest, health and well being, arts and crafts and positive parenting strategies. **E**
- Attend and participate in workshops, in-services and seminars related to the development and implementation of parent education programs and goals. **E**
- Assist in Parent Center organizing activities such as displaying educational materials, preparing bulletin boards, arranging room to facilitate instructional and recreational needs, and creating an orderly and clean environment. **E**
- Observe and report significant parent issues, behaviors, and/or problems to facilitator. **E**
- Prepare various teaching aids by such methods as typing, duplicating, collating, stapling, laminating, etc., to produce informational and instructional materials. **E**
- Maintain the cleanliness, order and appearance of the Parent Center. **E**

- May provide oral and written instruction and translations in a language other than English; proofread bilingual materials for Parent Centers, facilitators, parents and other related District staff.
- May assist in supervision or direct the activities of other classroom support personnel such as College/Teacher Aides and volunteers.
- May assist in the supervision of pre-school age children of Parent Center participants.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Instructional Aide–Parent Resources Center assists in providing instruction and instructional support to local area parents attending parenting classes, using a variety of training tools provided by District staff, facilitators, and District approved resource materials. This class is differentiated from Instructional Assistant–Parent Resources Center by providing more emphasis on support to the program facilitator or administrator and less degree of independence in training, decision-making and overall parental support activities. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Learning patterns of adults and children  
Adult behaviors and behavior modification.  
English usage, grammar and punctuation.  
Basic math.  
Record keeping techniques.  
General office practices and procedures.

#### **Ability to:**

Tutor adults in various subject matters.  
Assist in preparation and dissemination of instructional materials.  
Work collaboratively as an educational team member.  
Understand and carry out oral and written instructions.  
Motivate and encourage positive learning patterns and behavior.  
Operate a variety of office and classroom machines and equipment, such as a personal computer, copy machine, videocassette recorder, and multi-line telephone.  
Establish and maintain effective relationships with those contacted in the course of work.  
Demonstrate understanding and patience toward adults involved in Parenting classes.  
Adapt to changing circumstances and priorities within the learning environment.

**Education and Training:**

Graduation from high school or equivalent. Completion of college-level course work in child or adult education, sociology, psychology or similar program is desirable.

**Experience:**

Six months of experience working with adults or children in a structured environment. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal basis.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of a personal automobile, the possession of a valid California Class C driver's license.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a designated second language. Selective certification in accordance with the Education Code may be effected to meet this requirement.

**RESTRICTED** - When this designation is used the field of competition for any restricted position in a classification is limited to prospective new employees in:

- (a) Low income groups (Ed. Code 45105 or 45108), as specified by the Board of Education, *Or*
- (b) Persons residing in specifically designated areas of the community (Ed. Code 45105 and 45108) as specified by the Board of Education, *Or*
- (c) Mentally, physically, or developmentally disabled persons (Ed. Code 45259) as specified by the Board of Education.

A restricted designation limits the ability of potential workers in our community to apply for and be considered for employment on an equal basis. It also limits some rights of the new employee who is selected to fill a restricted position unless, and until other provisions of the Code relative to the classified service are met by the individual. (See Education Code 45108 or 45259 for relevant details).

**WORKING CONDITIONS**

School site Parent Center, classroom, learning center, community setting, including some year-round educational site locations.

Travel from one school to another, and to off-site locations within and outside the District may be required.

**PHYSICAL DEMANDS**

May include lifting, climbing, pushing, pulling, kneeling or crouching.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

7/99

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