



PERSONNEL COMMISSION

Class Code: 0382
Salary Range: 01 (C1)

HEAD START PARENT AIDE (RESTRICTED)

JOB SUMMARY

Under immediate supervision, participate in the professional development training and general clerical support activities of the Head Start Program; 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.

- Greet and assist visitors, answer telephones and direct calls to appropriate personnel; provide information to others regarding the Head Start program; assist parents with completing various forms. *E*
- Assist in filing, sorting mail, entering computerized data, filling out forms, duplicating materials, and in the arrangement and coordination of meetings and field trips. *E*
- Prepare, duplicate, organize and set up materials such displays, flyers, Head Start procedures and related forms. *E*
- Perform incidental housekeeping tasks such as arranging objects, putting things away, cleaning tables, chairs, work or play areas, toys, or indoor and outdoor equipment. *E*
- Assist with the supervision of children during a variety of indoor and outdoor activities including parent meetings, playground games, meal/snack times and off-campus field trips; direct children into safe activities and relationships. *E*
- Render personal service care to children, such as toileting, diapering, undressing, and washing of children with parental consent. *E*
- Attend a variety of meetings, workshops and professional development trainings; assist with facilitating parent meetings and trainings; prepare agendas and sign-in sheets, copy handouts and take minutes; post and distribute flyers regarding meetings and trainings. *E*
- Operate or learn to operate office and classroom equipment such as a copier, tape recorder, CD player, TV, VCR, DVD, typewriter, laminator, fax machine, and computer and assigned software. *E*
- Mentor other parents or conduct training sessions for such purposes as cross-training, and the development of skills.

*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

Incumbents in this class are current or former parents of children who are or were formerly enrolled in the Head Start program within the past five years. The intent of Parent Aide assignments is to increase the incumbents' general knowledge of the Head Start program and improve their office skills in order to prepare them for promotion to higher positions within a three year training period.

EMPLOYMENT STANDARDS

Be a parent of a child who is or was enrolled in the Head Start within the past five years.

SPECIAL REQUIREMENTS

Employment in this classification is restricted in accordance with Education Code Section 45108 low-income parent target group criteria.

Individuals employed in this class will lose their eligibility for continued employment as a Head Start Parent Aide after three full program years in the Head Start program. This is done in order to free up Parent Aide positions so that other qualified parents may become eligible to participate in the program.

A Head Start Parent Aide will be required to attend and participate in professional development training opportunities. A Head Start Parent Aide that does not continue to successfully remain enrolled in and actively participate in the required professional development training program component may be subject to termination.

WORKING CONDITIONS

Office, playground and classroom environment.
Occasional weekend and variable hours.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate standard office, playground, and classroom equipment.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist children.
Lifting and carrying light objects weighing up to 25 pounds.
Lifting and carrying or restraining children weighing approximately 30-40 pounds in emergency situations.

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.

PCA: 8/93
Revised 3/25/2004
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