



## PERSONNEL COMMISSION

**Class Code: 3278**  
**Salary Range: 20 (C1)**

### **INSTRUCTIONAL ASSISTANT – PARENT RESOURCES CENTER/BL**

#### **JOB SUMMARY**

Under general supervision, assist in organizing, developing and coordinating activities specifically related to the operations of a District Parent Center; assist in preparing for and performing instructional activities that will assist parents in acquiring information and skills which will strengthen their roles as partners in their children's education; 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.*

- Prepare and organize instructional activities and materials relating to development of parental self-esteem, effective parenting, positive child discipline, English proficiency, literacy and other related areas based on District provided materials, research of program needs, direction from facilitators and other related resources. **E**
- Confer with school facilitators, administrators, to outline program objectives and assist in the set up of instructional and special events scheduling; meet with faculty and staff to discuss program content, explain lesson plans relative to meeting effective parenting goals; assist in the development of curriculum, review with facilitators and program specialists and plan for the preparation and delivery of instructional materials to be used. **E**
- Outline and prepare program orientation and recruitment presentations, including preparation and distribution of informational materials throughout the District; assist in promoting and advertising parenting classes; provide information both in person and by telephone to interested community members. **E**
- Distribute and explain class registration materials; register parents for classes; distribute and collect questionnaires from parents that survey and assess their responses to ongoing programs and need for new courses. **E**
- Participate in the effective instruction of parents by such activities as one-on-one learning programs, small group and adult class learning; lead and facilitate group discussions, class projects or related activities. **E**
- Set up instructional activities and materials relating to computer training in areas such as basic computer skills, English usage and grammar, basic math and other types of programs; assist parents in Parent Center computer lab to load software, initialize programs; tutor parents in understanding self-paced software; explain objectives;

monitor, record and log individual progress; may loan or check-out laptop computers and software as directed. ***E***

- Provide oral and written translations of verbal conversations, written text; proofread materials for Parent Centers, facilitators, parents and other related District staff. ***E***
- Contact and arrange for speakers from the community to lecture and to assist in providing positive parenting programs. ***E***
- Attend and participate in workshops, in-services and seminars related to the development and implementation of parent education programs and goals. ***E***
- Perform related support activities such as typing, operating photocopy equipment, telephone, word processing and preparing supply requisitions. ***E***
- Monitor or direct the activities of other classroom support personnel such as College/Teacher Aides and volunteers. ***E***
- Maintain the cleanliness, order and appearance of the Parent Centers. ***E***
- May assist in the monitoring of pre-school age children of Parent Center participants.
- May provide home visits to explain Parent Center programs; may provide transportation to and from the Parent Centers and to Parent Center meetings and activities.

*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 District provides training for parents in such areas as self-esteem, effective parenting, appropriate disciplining techniques, reinforcing student achievement at home, and other related issues, for the purpose of improving student education and development through pro-active parenting. The Instructional Assistant–Parent Resource Center/BL is an active, knowledgeable participant in the development and dissemination of instructional activities and materials designed for parents of District students. Incumbents in this class typically work in a Parent Center funded through the Office of Special Projects Services and are available to conduct parent training at other District sites, which includes making parent contact, determining schedules, facility usage, curriculum and training materials. 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:**

Instruction and reference materials relating to parent and adult education.

Group behaviors and dynamics.

Personal computers and computer software.

Basic concepts of human development, behavior and intervention techniques.

Community organizations such as those offering family health, welfare, educational, employment and other informational resources.

Effective instruction and study techniques.

General classroom management skills and techniques.

English usage, spelling, grammar and punctuation.

Basic math.

Basic record keeping.

**Ability to:**

Assist in the development and instruction of curriculum related to pro-active parenting, such as self-esteem, family nutrition, student achievement through parental support and other related programs.

Effectively communicate with school administrators, facilitators, parents, and community resources personnel to relay information, answer questions and provide support to the parent population served through the Parent Centers.

Encourage positive learning patterns and motivate parents to the importance of education for all family members.

Operate personal computers and software, and oversee parents in operating computers in a self-paced computer learning lab.

Convey patience, sensitivity and compassion to a diverse Parent population with a multitude of difficult issues in need of address.

Attend a variety of educational training seminars, workshops and in-services, and assimilate information gathered into Parent Center curriculum.

Understand and carry out oral and written instruction.

Demonstrate and provide a positive role model to parents.

Maintain a positive attitude and remain flexible and adaptable to constantly changing class schedules, priorities.

Operate a variety of office machines, such as a typewriter, photocopier, fax machine, multi-line telephone.

**Education and Training:**

Associate's degree or completion of two years of college-level coursework with course emphasis in adult education, social science, guidance, counseling or a related field is required. Workshops, seminars and in-services directly relating to parent education are highly desirable.

**Experience:**

One year of experience working with adults in an educational setting including specifically preparing and conveying instructional information. Verifiable supervised experience as a volunteer in a school or related 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 and the possession of a valid California Class C driver's license.

Positions in this classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Candidates must successfully pass the District's bilingual/biliterate test.

### **WORKING CONDITIONS**

School site Parent Center, learning center, or classroom setting.

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

### **PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make oral presentations.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling light objects and carts of supplies.

### *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.

7/1999

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