

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Parent Liaison - Educational Assistant - Title I

Supervisor: Director of Federal Programs

General Job Description: The Parent Liaison will serve as an educational and social link between the Title I school and home with emphasis on the needs of the Title I student.

Essential Duties and Responsibilities:

1. Display a desire to work with students.
2. Serve as a role model.
3. Work as a member of a team.
4. Communicate effectively both verbally and in writing.
5. Assist licensed personnel in school environment where individual differences are respected.
6. Respond to students as individuals.
7. Help maintain cohesiveness and confidentiality in school environment.
8. Assist with supplementary work for students and supervise independent study in the school environment.
9. Use current technology for instructional management needs.
10. Assist licensed personnel with student discipline.
11. Assist in maintaining students' involvement in appropriate tasks.
12. Provide assistance with individualized program materials.
13. Serve as a liaison between the home and Title I school.
14. Attend and assist with the Title I district parent meeting.
15. Assist parents with school related information.
16. Attend Title I inservice and meetings.
17. Make home visits when needed and appropriate.
18. Work effectively with Title I staff and principals.
19. Provide parents with progress reports.
20. Assist parents in becoming actively involved in students educational plan.
21. Provide transportation for Title I parents and students as needed.
22. Such other tasks deemed appropriate by Director of Federal Programs.

Additional Duties and Responsibilities:

1. Translation of English to Spanish.
2. Serve on E.A.R. and S.A.T. committees as needed.
3. Be familiar with Title I rules and guidelines.

Qualifications:

1. High school diploma or G.E.D., additional education and training is desirable.
2. Demonstrated aptitude for job performance.
3. Must hold current and valid New Mexico driver's license.
4. Bilingual preferred.
5. Must hold or qualify for a New Mexico Educational Assistants license.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, driving, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, climbing stairs, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.