

Parent and Family Engagement Clerical Aide

Job Description



Job Title:	Parent and Family Engagement Clerical Aide	FLSA:	Nonexempt
Reports to:	Campus Principal	Pay Grade:	2106E
Dept/School:	Assigned Campus	Calendar Days:	197
		Revised:	9.13.2022

Primary Purpose

The Parent and Family Engagement Clerical Aide supports the principal to increase parent and family engagement by assisting with the implementation of various programs/activities related to the needs of students and families that meet program goals and objectives in the areas of family involvement to increase student achievement, while ensuring all Parent and Family Title I, Part A priorities and requirements are documented and reported.

Qualifications

Education/Certification:

- High School Diploma or GED
- 48 college hours or Associates degree preferred

Special Knowledge and Skills:

- Ability to maintain accurate and audible records
- Ability to follow verbal and written instructions
- Effective organization, communication and interpersonal skills
- Knowledge of relevant software applications including MS Office and Google
- Knowledge of office management systems and procedures
- Proficient in use of email and Internet
- Accurate keyboard skills
- Excellent planning skills and ability to prioritize work
- Ability to pay attention to detail
- Ability to work well with the public
- Excellent communication, interpersonal, and organizational skills

Experience:

- Minimum two (2) years of clerical experience
- One (1) year experience in a Title I, Part A school or community setting working with students at risk of school failure; working directly with at-risk students assisting with intervention and resolution of difficulties involving student attendance, academic, behavior, etc.
- Associated industry experience of Parent or Community involvement preferred

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Major Responsibilities and Duties

1. Work with campus principal to prepare, implement and monitors programs, workshops, trainings, and meetings designed to motivate and recognize families in support of their children's education and Aldine ISD's Family and Community Engagement department (FACE) initiatives
2. Support assigned Title I, Part A campus to build their capacity to develop and foster productive partnerships that facilitate positive family relationships with the FACE department
3. Provide strategic and logistical support for family engagement efforts at the Title I, Part A campus and district levels as requested
4. Collect and maintains accurate data to document outcomes and impact of family engagement activities at the school and District-level
5. Meet with Title I, Part A campus leadership to understands school-based needs and collaborates with the FACE department to determine aligned engagement strategies that address individual school needs
6. Work collaboratively with colleagues to ensure coherence between the school-based parent and family engagement projects and other FACE department engagement initiatives
7. Attend all FACE department meetings and proactively seeks out resources, models, and strategies that support family engagement and shares all new information and new learning with leadership monthly and colleagues upon request
8. Assist in the coordination of Title I, Part A Family Engagement activities/events (i.e. organizing special engagement activities for family and student scheduling guest speakers, etc.) compiling all required documentation to meet Title I, Part A required components
9. With direction from campus leadership, promote and assist, when necessary, the encouragement of student and parent/guardian participation in Title I, Part A campus supported activities by ensuring dissemination and understanding of information on school or community flyers, social media, staff memos, or other pertinent correspondence
10. Performs other tasks related to the position, as assigned

Supervisory Responsibilities

None

Evaluation

The Parent and Family Engagement Clerical Aide's evaluation is a responsibility resting with the Title I, Part A Campus principal with input from the FACE department leadership. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

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Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting Motion

Posture: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**This position is funded by Federal/and or State grants. You understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.*