

Parent and Family Engagement Clerk

Job Description



Job Title:	Parent and Family Engagement Clerk	FLSA:	Nonexempt
Reports to:	Campus Principal	Pay Grade:	2106E Clerical/Para 2
Dept/School:	Assigned Campus	Calendar Days:	197 (214 at ADSY campus)
		Revised:	5.24.2024

Primary Purpose

The Parent and Family Engagement Clerk 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 from an accredited institution or GED

Special Knowledge and Skills:

- Ability to maintain accurate and audible records
- Ability to follow verbal and written instructions
- Excellent communication and organizational skills
- Strong interpersonal skills using patience and courtesy
- Knowledge of relevant software applications including MS Office and Google
- Knowledge of office management systems and procedures
- Proficient in the use of email and the Internet
- Accurate keyboard skills
- Excellent planning skills and the ability to prioritize work
- Ability to pay attention to detail
- Ability to work well with the public
- Can work independently and in a team environment
- Excellent customer service skills

Experience:

- Minimum two (2) years of clerical experience
- One (1) year experience collaborating, partnering, and working with schools and/or community settings

Major Responsibilities and Duties

1. Work with the principal and Campus FACE Liaison to establish communication and mutual partnerships among the school, families, and the community
2. Work with the principal and Campus FACE Liaison to understand school-based needs and the needs of families at the school
3. Coordinate with the Campus FACE Liaison to support the implementation of the Title I, Part A Parent and Family Engagement policy and programs to build the capacity of school staff and families
4. Work with the registrar and campus staff to assist families with enrollment and monitoring

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their child's grades in the Home Access Center (HAC)

5. Assist school staff with the coordination and implementation of family engagement activities/events during the school year
6. Coordinate and implement a parent and family volunteer program with support from the principal and Campus FACE Liaison
7. Provide information to families including educational opportunities and community resources that will support their child's learning
8. Engage community partners to support school improvement goals and student achievement
9. Promote family participation in campus and district meetings, programs, and activities
10. Support home-school partnerships by facilitating positive proactive two-way communication between families and educators
11. Work with the Campus FACE Liaison to collect and maintain accurate documentation of Title I, Part A Parent and Family Engagement program requirements
12. Meet with the principal and Campus FACE Liaison regularly to provide updates and ensure compliance with federal Title I, Part A regulatory guidelines
13. Attend and participate in regularly scheduled professional development under the direction of the FACE Department
14. Adhere to deadlines provided by the FACE Department
15. Maintain consistent two-way communication with the Director of FACE
16. Perform other tasks related to the position, as assigned*

**The Parent and Family Clerical Aide must spend 90-95% of their day fulfilling the responsibilities defined in the job description or other duties as assigned as related to parent and family engagement*

Supervisory Responsibilities

None

Evaluation

The Parent and Family Engagement Clerical Aide evaluation is the responsibility of the campus principal, with input from the Executive Director and Director of Family and Community Engagement. An evaluation shall be completed in writing at least once each school year.

Work Environment

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

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)

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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.