

## **River Delta Unified School District**

### **INSTRUCTIONAL ASSISTANT II/PARENT ADVOCATE**

Class specification is intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

#### **Definition**

Under direction of the school principal, the Instructional Assistant II/Parent Advocate will provide and /or assist in providing support services for children and families that will improve student school performance and enhance family functioning.

#### **Distinguishing characteristics**

This is an intermediate level class in the Instructional Assistant series. This class is distinguished from the Instructional Assistant I by the performance of the tasks and duties assigned. This person will confer with parents in school to interpret and explain relevant school policies and procedures: communicate with parents of students to encourage parent participation in educational programs and activities.

#### **Supervision Received and Exercised**

Receives general supervision from the school principal.

**Essential and Marginal Functions Statements-** Essential and other important responsibilities and duties may include, but not limited to the following:

#### **Essential Functions:**

1. Works in partnership with the school to provide assorted services to families of diverse cultures and ethnic backgrounds, including but not limited to translating documents (English to Spanish)
2. Expands parent involvement in school programs, parent volunteers in school, and groups i.e.), ELAC, PTA, Site Council.
3. Works with the parents and families through parent education programs.
4. Explains policies relating to student attendance, report cards and can arrange meetings between the parents and the principal.
5. Attend community meetings, trainings, and staff meetings related to children's issues.
6. Liaison with support staff from other agencies.
7. Provide outreach to new families.
8. Maintain the records necessary for support for grants.

### **Marginal functions**

1. Ensure a safe and clean learning environment for students.
2. Prepare displays.
3. Attend in-service training as directed by the site principal.

### **Qualifications**

#### **Knowledge of:**

Problems encountered in economically deprived communities, especially as they pertain to disadvantaged students.

Methods and attitudes required: facilitating and encouraging student and parental participation in the total home-school educational process.

Basic English, grammar and arithmetic literacy.

Modern office methods, procedure and equipment.

#### **Ability to:**

Supervise students.

Work effectively with families.

Follow oral and written instructions from principals and teachers.

Communicate effectively with adults and students.

Maintain emotional control in difficult situation and effectively react to emergencies.

Encourage positive learning patterns and behavior.

Perform routine clerical work.

Establish and maintain effective working relationships with those contacted in the course of work.

Read and write the English language.

Bilingual preferred (Spanish)

### **Education**

High School Diploma

Pass the River Delta Unified School District proficiency examination

### **JOB PROFILE:**

Annual Contract: 180 days

Classified Salary Schedule Range: \_\_\_\_\_6\_\_\_\_\_