



JOB DESCRIPTION

TITLE: HEAD START PARENT INVOLVEMENT ASSISTANT

FLSA STATUS: Non-Exempt

SALARY/TERMS OF EMPLOYMENT: Educational Assistant Personnel
183 Days/ 7 hours a day

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent
2. Bilingual
3. Valid driver's license
4. Provides personal automobile for use in performance of job responsibilities
5. Basic computer skills

REPORTS TO: Supervising Teacher and/or Principal at school site, Head Start Director and Head Start Social Services Facilitators

JOB GOAL: To promote parent involvement and to assist Head Start families in accessing medical and social services as mandated by Head Start.

PERFORMANCE RESPONSIBILITIES:

1. Attends annual Policy Council Leadership Training to begin rapport with building Policy Council Representative.
2. Participates in the planning for required Parent Committee Meetings between parents and Head Start classroom staff.
 - a. Utilizes Parent Involvement Facilitator as a resource.
 - b. Submits copies of Parent Committee Meeting reports to Parent Involvement Facilitator after each meeting.
(1) Notification Flyer (2) Agenda (3) Minutes (4) Sign-In Sheets
3. Promotes and coordinates parent involvement (volunteerism) in classroom. Promotes and attends parent meetings, workshops and conferences that are held in the classroom or in the community. (Assists parent with transportation and childcare arrangements, if necessary.)
4. Assists Parent Involvement Facilitator with parent workshops, conferences and parent activities.
5. Provides information on education opportunities for parents: encourage parents to attend ESL, GED and/or other classes each semester, submit tracking reports to Parent Involvement Facilitator.
6. Assists in recruiting eligible Head Start students during planned recruitment and as needed. (Assists parents/guardians in filling out required forms.)
7. Assists school nurse and Head Start Health Facilitator with health screenings.
8. Provides information and referral for Head Start families as needs are identified through assessments (i.e. Health and Nutrition assessment, Family Interest Survey, Parent Workshop Survey and Initial Staffing Form.)
9. Acts as liaison between parent and school to facilitate communication and provide information and follow-up. Attends initial home visit with classroom team.
10. Monitors the documentation of Well Child exams and follow-up visits and provides assistance in keeping medical-dental appointments, if necessary. Assesses child's pay source status for medical/dental needs and assists family in obtaining resources such as Medicaid or Healthier Kids

Fund. Attend training on the Medicaid application process, (MOSA) and assists families in Medicaid application process.

11. Refers families to in-house personnel or appropriate community resources as needs arise and documents referrals. Seeks appropriate supervision in dealing with job performance both routine and crisis situations.
12. Completes required Head Start documentation in a timely manner.
13. Reports daily to the Head Start school site. Maintain a daily log with times of departure, destinations, probable time of return and actual time of return to the school. Submit monthly a copy of the PIA/HV time sheet and log to PIA Facilitator.
14. Adheres to program Confidentiality Policy.
15. Conducts small group literacy activities twice daily.
16. Assists in administration of PREIPT twice a year.
17. Understanding of the ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance).
18. Serves as a liaison and maintain to build rapport with site LEA staff in order to advocate for children with special needs.
19. Takes responsibility for continuing professional development. Attends orientation meetings, staff meetings, workshops and in-service sessions as required for personal development.
20. Agrees to fulfill performance responsibilities in location(s) assigned.
21. Complies with local, state and federal rules and regulations.
22. Performs such other tasks as may be assigned within the parameters of the job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: A variety of machines and equipment including but not limited to computer, copier, duplicator, laminating machine, fax machine, camera, TV/VCR, record player, cassette recorder/player, 16mm slide projector.

WORKER TRAITS: Aptitudes; verbal ability required to understand oral and written instructions. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job. Manual and finger dexterity required to operate machines and equipment precisely and rapidly. Temperaments; adaptability to perform in a support role to a diverse population with varying needs in sometimes stressful situations.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of classified personnel.

I accept the position offered and agree to the above job description:

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

APPROVED BY: _____

DATE: _____

REVISED: 11/2006