

Griffin-Spalding County School System

Title: District Parent Resource Center Support Worker	Location: Federal Programs
Job Details: Clerical	Reports To: Director of Federal Programs
Updated: 11/11/2025	Salary Schedule: Hourly-\$25

JOB SUMMARY

The District Parent Resource Center Support Worker will support the District Family and Community Engagement Specialist in opening the District Parent Resource Center for parents and family.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Report promptly at designated time four to six evening hours per week
- Maintains attendance logs for the District Parent Resource Center
- Monitor computer use activity in the District Parent Resource Center
- Maintains a customer friendly office atmosphere.
- Provides parents with educational resources
- Provides assistance to parents with Infinite Campus Parent portal
- Provides accurate information to visitors to the parent resource room
- Communicates effectively through verbal and written communication
- Maintains weekly/monthly logs for data collection dealing with different areas of federal documentation and funds
- Maintains records and information in a confidential manner
- Retrieves data, creates reports, and verifies the accuracy of documentation
- Maintain confidentiality of parent and family communication verbal or written

SUPERVISES

- No Supervisory role

MINIMUM QUALIFICATIONS

- Experience as a Parent Liaison
- Strong organizational skills and ability to multi-task
- Good customer service skills
- Leadership and problem solving abilities
- Proficiency in the use of Microsoft Office
- Flexible and adaptable to changing activities and workloads
- Ability to take initiative, work independently and follow directions, both oral and written
- High-school graduate

PREFERRED QUALIFICATIONS

- Two years of college
- Formal computer/software training

- Secretarial/clerical experience in the school setting

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to maintain emotional control under stress.
- Ability to lift, carry and/or pull up to 30 lbs. and other routine physical activities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.