



JOB DESCRIPTION

JOB TITLE: Paraprofessional/Parent Liaison (Title I)

Position Type: Classified	Department: Schools
Salary Schedule: Classified	Reports to: Teacher/Principal
Salary Range: Range 14	
Term of Employment: 9 months	Date: November 3, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Provides instructional support to students under the direct supervision of a highly qualified teacher. Please note: Title I Paraprofessionals may not be assigned non-instructional duties such as supervising the playground or cafeteria and may not be assigned to substitute for paraprofessionals in non-Title I positions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Contributing toward a positive, professional working and learning environment by:
 - Assisting parents and families during registration process.
 - Contacting parents and families during registration process.
 - Providing translation assistance to parents during campus meetings and phone calls with school personnel.
 - Offering resources and information to parents regarding campus activities.
 - Developing and facilitating continuing parent/community education/services.
 - Monitoring and working with volunteer parents during campus activities and functions.
 - Collaborating with staff on translation of written communication to parents.

- Contributing to maintaining a safe, risk-free working and learning environment by:
 - Making the well-being of students the fundamental value in all decision making.
 - Establishing and maintaining cooperative working relationships.
 - Being alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation.

- Operating and caring for school district's equipment properly.
- Following district policies.
- Performing all duties in a safe and prudent manner as directed by supervisors.
- Continuing job performance enhancement by participating in in-services, workshops, or conferences as directed.
- Contributing toward a positive, professional working and learning environment by:
 - Responding to all internal and external customers in a prompt, friendly, efficient and patient manner.
 - Being responsible, reliable and punctual.
 - Maintaining courteous relationships with students, staff and parents by treating others with respect.
 - Exercising positive problem solving behavior and conflict resolution skills.
 - Adhering to the dress code appropriate for the site and job.
 - Maintaining a high level of ethical behavior and confidentiality.
 - Participating in students' daily school experience in a constructive manner.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Must demonstrate the ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must be able to occasionally lift and/or move up to 50 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.