



Inst Asst 3 / Dist Erly Fam Sp

Purpose Statement

The job of Inst Asst 3 / Dist Erly Fam Sp is done for the purpose/s of providing support to the instructional program with specific responsibilities for providing information on programs/services available to students and families as well as school and/or District activities and procedures; referring families to other agencies; and fostering an ongoing partnership between the home and school.

This job reports to Site Administrator or Counselor

Essential Functions

- Assists students, staff, teachers, parents and community members (e.g. applications for services, interpreting technical information, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.
- Assists in coordinating with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Communicates with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Conducts parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.
- Coordinates home visits and parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Identifies at risk students for the purpose of providing support and referrals to ensure student progress and ongoing involvement of family members in the educational process.
- Maintains a variety of confidential and non-confidential manual and electronic records, files, and reports (e.g. activity logs, phone logs, community resources, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail and/or ensuring the availability of items for loan.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and utilizing standard office equipment including utilizing pertinent software applications .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Approval Date

Salary Grade

Non Exempt

Lane 3