



PITTSBURG UNIFIED SCHOOL DISTRICT

PARENT COORDINATOR AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to develop and coordinate a parent volunteer program at an assigned school; and to perform all other related duties as assigned.

EXAMPLES OF DUTIES:

- Organizes and oversees a parent volunteer program at an assigned school
- Recruits, orients and in-services parent volunteers
- Surveys parents to determine availability for volunteer services
- Organizes and schedules parent volunteer activities
- Prepares explanatory materials for parent volunteers
- May assist in the activities of School Site, Parent Advisory and other parent/staff committees
- Develops necessary forms and record keeping systems
- Performs basic clerical duties such as reproducing materials, light typing, filing and ordering supplies and materials
- May perform other clerical record keeping duties in the school office
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- Basic clerical procedures
- Correct English usage, spelling, grammar and punctuation
- Standard office machines
- Simple record keeping systems

Ability To:

- Perform routing clerical work
- Receive and give information over the telephone or in person in a courteous manner
- Communicate effectively with parents, students, staff and the general public
- Maintain records and prepare accurate records
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with students, staff, parents and the general public

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MINIMUM REQUIREMENTS: (cont.)

Training & Experience:

One year of experience including public contact responsibilities, preferably in a school setting; or any combination of training and experience that could likely provide the desired knowledge and abilities.

License:

Some positions may require possession of a valid California Drivers License.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.