



JOB DESCRIPTION **Parent Liaison Aide**

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The Parent Liaison Aide, under the general supervision of the Director of Special Education and the immediate supervision of the principal, acts as a public relations liaison between the school and the community by planning and coordinating parent involvement activities and or projects. This person also coordinates and conducts parent training, promotes student achievement and positive behavior intervention, manages the parent center and works collaboratively with the administration.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must maintain a current Texas Driver's License and provide current insurance for vehicle used for travel

KNOWLEDGE / SKILLS / ABILITIES:

- Strong organizational, communication, and interpersonal skills
- Ability to lead, direct and plan
- Ability to work well and in a positive manner with students, employees, and the public

DUTIES AND RESPONSIBILITIES:

1. Coordinates and conducts parent/student training sessions.
2. Plans cooperatively with instructional staff, parents and community representatives.
3. Attends and participates in staff development to strengthen parent involvement.
4. Makes contact and motivates parents to attend school activities.
5. Builds and maintains positive relationships with students to impact behavior.
6. Works collaboratively with the administration.
7. Must attend/conduct after school or evening sessions/trainings as needed. Schedule will be adjusted accordingly not to exceed eight hours a day.
8. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), concentrate, reason, understand verbal instructions, analyze, differentiate, memorize, read, compute, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (44 pounds and over), stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, possess visual acuity, drive within district. Works with unusual noise levels, low or intense illumination, work around moving objects and may work alone for long periods of time.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 1
Salary Range: To Be Determined
Days: Part Time / Days Vary
Wage/Hour Status: Nonexempt
Updated: June 23, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.