

# Classified Personnel Job Description

POSITION TITLE:	<b><u>Head Start Parent Assistant</u></b>
QUALIFICATIONS:	Shall communicate effectively both orally and in writing. Shall be given positive recommendations from references listed on the application. Shall have a minimum of a high school diploma/GED.
PHYSICAL REQUIREMENTS:	Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as related to the job description.
RESPONSIBLE TO:	Head Start Director
GENERAL DUTIES:	Shall have knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary. Shall have knowledge of interpersonal skills using tact, patience and courtesy. Shall have knowledge of safe practices in classroom and playground activities. Shall have the ability communicate and maintain effective relationships with students, parents, staff, program director, and the public including members of ethnic communities. Shall have the knowledge to print and write legibly. Shall adhere to School Board of Education Policies and Procedures.
SPECIFIC DUTIES:	Shall participate as a member of an instructional team. Shall monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior. Shall provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operate educational training equipment, and distributing and collecting papers and supplies. Shall assist in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory and others; assist student in getting on and off the bus. Shall assure the health and safety of students by following health and safety practices and regulations. Shall direct group activities of assigned students to include toileting, mealtimes and playground; also assist in emergency drills, assemblies, play periods and field trips. Shall participate in home visits/parent conferences. Shall participate in meetings and professional development as assigned. Shall perform any other duties as assigned by the supervisor.
DAYS OF EMPLOYMENT:	3 hours per day (not to exceed 20 hours per week)
SALARY:	Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated: 11/28/2016