**TITLE:** **Assistant Building Secretary & Parent Educator**

**QUALIFICATIONS:**

A true interest in the operation of a school, and is willing to become involved in procedures, etc. that make for an efficient office with a professional atmosphere. Trustworthy and capable of maintaining confidential information in a professional manner.

Maintain effective working relationships with students, parents, other employees, and the general public.Possess capable skills in computers, typewriting, business practices, business English, filing and spelling.

Minimum educational level of high school graduate.

**REPORTS TO:** **Building Principal, Director of Special Populations**

**JOB GOAL:**

To assist with the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized. To assist the school nurse in the smooth and efficient operation of the school health services in order to realize maximum positive impact on the educational environment.

Will work with the teachers, administrators, and parents to coordinate and advocate for family involvement to facilitate children's learning and development. The parent educator will work to ensure the program meets the needs of the whole chile and supports families in meeting their needs.

**PERFORMANCE RESPONSIBILITIES:**

**Assistant Secretary:**

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Assists in receiving and routing incoming phone calls; receiving, sorting, and delivering incoming mail; receiving and delivering interoffice written communications; and receiving and assisting visitors to the building.
3. Assists teachers in preparing instructional materials and any other office related jobs as needed per building.
4. Assists in maintaining teachers' daily absentee records and substitute teacher records.
5. Maintains student records including but not limited to scheduling, generating grades, attendance as needed per building.
6. Assists the building principal and/or other designated administrator by maintaining incident records involving student discipline, accidents, and transportation.
7. Assists with registration procedures and related fees.
8. Assists cafeteria department as needed per building.
9. Performs other such reasonable duties as assigned by the building principal and/or other designated administrator.

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**Parent Educator:**

10. Maintain records for all meeting agendas, facilitators, presenters, and meeting attendance (parent sign-in sheets)
11. Facilitate parent education, playgroups, and family development programs.
12. Conduct a variety of programs for parents and children at flexible times of the day to accommodate parent needs.
13. Develop, promote, and maintain positive relationships with parents/families
14. Collaborate with teachers and instructional leaders to engage families in the classroom and school/site, including meaningful volunteer opportunities. Ensure that the program maintains a welcoming environment for parents.
15. Support Kindergarten transition activities for families.
16. Collaborate with local and state agencies.
17. Maintain needed supplies and equipment for program activities.
18. Manage the preschool scheduling, documentation, and communication with parents and guardians regarding screenings, evaluations, meetings, etc.

**TERMS OF EMPLOYMENT:** 190 Days for the Assistant Secretary duties and 600 Hours to be determined by the supervising administrator for the Parent Educator duties.

**EVALUATION:**

Performance will be evaluated by the administrator in accordance with the Board Policy on evaluation of non-certified employees.