

**CLASSIFIED JOB DESCRIPTION**

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**INSTRUCTIONAL ASSISTANT-HOME & SCHOOL  
PARTNERSHIP PROGRAM**

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**JOB SUMMARY:**

Under the direction of the Program Manager for Student, Family, Community Services and Support, provides parents/guardians with parenting classes, services and resources; supports parent engagement in schools; and performs other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Recruits and notifies parents/guardians of parent education opportunities, particularly English Learners.
- Provides parents/guardians with information on community support services and resources.
- Facilitates parenting and parent-school relationships through parent education classes, supporting District English Learner Advisory Committee and District Learner Advisory Committee participation.
- Acts as a liaison between families, school, communities, and Family Resource Centers.
- Maintains inventory and record of program participants.
- Attends District and interagency meetings.

**ESSENTIAL PHYSICAL ACTIVITIES:**

- Sufficient stamina and agility to stand, walk, run, sit on the floor, squat, crawl, climb, twist, and reach on a daily basis to perform various activities in classes.
- Sufficient strength to lift, move, and/or carry various items up to 25 pounds; hearing sufficient to understand and engage in normal conversations; visual acuity sufficient to read text in a wide variety of typed and written formats; clarity of speech sufficient to explain concepts to children and adults; and mobility sufficient to walk to homes/apartments and climb a flight of stairs.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Ability to establish and maintain effective working relationships with adults and children of varying backgrounds.
- Ability to perform a variety of above-average, complex tasks.
- Ability to understand and carry out oral and written instructions; prepare reports as required; and use good grammar.
- Must possess a valid California driver's license and daily access to a reliable vehicle. Must have good driving record and maintain insurability.
- Must be bilingual English/Spanish.
- High school diploma or GED required.
- Must have successfully passed the Instructional Assistant Proficiency Test.

*Classified Salary Schedule: Range 16*  
*BOARD APPROVED: 6/15/10*  
*REVISION DATES: 7/17/23*  
*08/09/2023*