

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Parent Advisor	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1305	<b>WORK YEAR:</b>	10 to 12 Months
<b>DEPARTMENT:</b>	Assigned Location	<b>SALARY:</b>	Range 46 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	04-23-90
		<b>BOARD REVISION:</b>	09-16-91 03-07-95
		<b>HR REVISION:</b>	08-10-12 03-09-16

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**BASIC FUNCTION:**

Perform supplemental, intensive parent support services, and assist in the engagement of parents and the community in the education and academic achievement of children; serve as a liaison between families, schools, and community; empower parents and families to understand their rights and responsibilities; enhance parent involvement within the schools and at the district level using the specific home language.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Coordinate with school personnel to establish and maintain ongoing parent activities which support student academic achievement at home, as well as at school; strengthen family and community involvement in a welcoming school climate to close achievement gaps. **E**

Assist school sites in creating educational equity and closing the achievement gap through parent engagement maximization; assist schools in developing and enhancing parent communications, school site plans, and school reporting for parent involvement. **E**

Interpret and translate in writing using the specific home language, as required by parents, community, and schools, to ensure full communication on matters related to their child's education, resources available to both the school and community, district instructional programs, events, and activities. **E**

Coordinate services to assist families in obtaining access to school programs and resources; assist in removing obstacles that might prevent a family's participation in the school and programs. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Recruit, train, and empower parents and volunteers toward more participation at their school site and at the district level; recruit parents for site and district programs, parent leadership groups, and events; maintain and monitor ongoing parent/community participation. **E**

Meet with parents of students that are in danger of failing or that are having behavior or attendance problems; maintain contact with teachers to monitor student work and behavior; make home visits with teachers, site support staff, or law enforcement. **E**

Assist administrators and staff in assessing and resolving parental concerns and issues; make home visits to address and resolve concerns; convey parent questions, suggestions, and concerns to administrators and staff to support student success. **E**

Assist families with community resources, such as food, housing, counseling, health needs, and safety; assist parents with immigration issues and questions. **E**

Work with special needs families in conjunction with the Sacramento County Office of Education, Health and Welfare, District Attorney, and a wide variety of departments in the district. **E**

Assist families in the enrollment process and choosing appropriate options according to language and cultural needs. **E**

Provide information that assists in the planning and implementation of programs for children and families, reflecting individual and group interests and needs. **E**

Collect data and information from stakeholders; organize, write, edit, type, may translate and interpret as needed, and disseminate school newsletters and other home/school communications; maintain records, materials, and documentation for mandated compliance. **E**

Serve as a presenter and facilitator for family involvement workshops and activities; coordinate and implement student, parent, and community involvement activities; arrange for translators and interpreters as needed; facilitate parent site meetings and workshops; develop flyers, contact parents, and set up workshop materials. **E**

Develop appropriate roles for community-based organizations and businesses that encourage and maintain partnerships with schools. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Coordinate and/or attend School Attendance Review Team (SART) meetings; attend School Attendance Review Board (SARB), Student Study Team (SST), or Individual Education Plan (IEP) meetings; attend or serve on other district/site meetings or committees; drive a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and four years experience working with the public, social service agencies, case management, volunteer work, or customer service.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California driver’s license; provide personal automobile and proof of insurance. Specific languages and District Primary Language Assessment for Classified Employees may be required. Specified cultural proficiency may be preferred. Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Objectives of assigned program and activities.
- Cultures and intercultural relations.
- Varied and established community connections.
- Parent advocacy, organization, empowerment, and engagement.
- Facilitator and public speaking skills.
- Community resources available to students and families.
- District policies and procedures related to assigned function.

Record-keeping techniques.  
 Operation of a computer, related software, and standard office equipment.  
 Oral and written communication skills.  
 Health and safety regulations.  
 Interpersonal skills using tact, patience, and courtesy.  
 Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary in specified language.

**ABILITY TO:**

Perform the basic function of the position.  
 Enhance communication and good relations between parents, students, and teachers.  
 Organize and promote parent involvement and activities to help children extend school learning at home.  
 Work with families from various ethnic and socioeconomic backgrounds.  
 Work independently within set guidelines.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Solve problems and address issues in a timely manner.  
 Help parents with concerns, issues, and questions.  
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Maintain records and prepare reports.  
 Operate a computer, related software, and standard office equipment.  
 Prepare and deliver oral presentations.  
 Communicate effectively, both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.  
 Lift light objects according to safety regulations.  
 Analyze situations accurately, and adopt or recommend effective courses of action.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office, school site, neighborhood, or home environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit, stand, or walk for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files from cabinets and shelves; lift light objects.

**SAMPLE HAZARDS:**

May conduct home visits in high crime and gang-affiliated homes and communities; occasional contact with dissatisfied, abusive, volatile, or under the influence individuals at their homes while on home visits or at school sites; may risk exposure to lice, other communicable diseases, home environments that are not clean or safe, and personal safety hazards.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date