

3. Recruit and work with Title I A-1118 parent advisory committee members to fulfill the goals and objectives of the campus improvement plan.
4. Assist with the required annual Title I Part A-1118 district and campus meetings.
5. Assist with the implementation of the campus and districts volunteer program.
6. Conduct home visits related to students academic achievement and attendance.
7. Conduct community outreach activities to involvement on campus.
8. Utilize flyers, phone calls, meetings, home visits, newsletters and district channel 17, to inform parents on ways they can serve and become involved in their child's education.
9. Network with services provided by the school district, social agencies and community organizations.
10. Work closely with teachers, counselors and social workers to assist families requiring assistance.
11. Prepare and follow through with clothing applications for Title I Part A-1118.
12. Facilitate parenting skills sessions approved by the District Parental Involvement Department.
13. Facilitate literacy classes through the Ingles Sin Barreras Program and or other district approved programs.
14. Report any suspected violations of the law, such as health, housing code violations, child abuse etc, to appropriate supervisor or agency.
15. Submit a monthly calendar of campus parental involvement activities and strategies to the District Parental Involvement Department.
16. Record and maintain appropriate documentation of all required reports, parent meetings, volunteer services, home visits, etc, and submit to Parental Involvement Department.
17. Participate in staff development trainings and conferences that lead to improvement of job performance.
18. Maintain confidentiality.
19. Perform other related duties as assigned within the scope of responsibilities.

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written), maintain emotional control under stress. Ability to meet established deadlines.

Physical Demands/Environmental Factors:

Moderate standing, stooping, bending, and lifting. Exposure to hot and cold temperatures, frequent district wide travel, exposure to students' home environment.

POSITION WORKING DAYS: 187 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____