Killeen Independent School District
Job Description

Job Title: Parent Liaison Aide III
Reports To: School Principal
FLSA Status: Non-exempt

SUMMARY:
Assists the principal in establishing and maintaining the relationship between parents, teachers, and volunteers at the campus by providing them with materials and programs designed to increase parental involvement and improve student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Collaborates with Bilingual Parent Liaison, if campus has the position, to accomplish these responsibilities

Facilitates an early literacy club for pre-school children which provides basic early literacy skills aimed at increasing student success

Attends monthly parent liaison training sessions

Assists in the distribution of parent education materials when making contact with parents, teachers, and volunteers to explain KISD, parent education, and volunteer opportunities

Assists in coordinating, scheduling, and leading meetings creating interaction between parents, teachers, and volunteers

Assists in offering interesting and informative presentations and preparing information and news releases publicizing parental involvement

Assists in securing input from parents, teachers, staff, and volunteers on program planning, implementation, and evaluation of campus needs

Works with teachers, parents, students, and volunteers to increase student achievement

Assists in securing information from parents regarding specific needs of their children and provides information or referral to the appropriate individual(s) for consultation

Makes home visits when accompanied by another staff member

Assists with student attendance phone calls to parents

Assists with the implementation of home school compacts between parents, school, and children

Performs other such tasks as may be assigned by the principal

SUPERVISORY RESPONSIBILITIES:
This job has no supervisory responsibilities; however, the Parent Liaison Aide works closely with parents, teachers, and volunteers.
QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE:
Elementary Schools, Manor, Palo Alto, and Rancier Middle Schools:
Title I campus requires 48 semester hours of accredited college with some emphasis in child growth and development or related courses. Must be 18 years of age or older.

Middle School (other than those noted above) and/or High School Applicants:
High school diploma or GED and three years verifiable experience as an educational aide, or 30 semester hours of college credit with some emphasis in child growth and development or related courses.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and carry 15-44 pounds and occasionally lift or carry 45 pounds and over. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

Revised Date: June 22, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.