

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: PARENT VOLUNTEER COORDINATOR

DEFINITION:

Under the direction of the Principal, organizes and coordinates parent/community volunteer program; assists in categorical programs and performs related work as required.

JOB RELATIONSHIPS:

Supervised by the Principal; has direct contact with parents and community members, students, and staff.

TYPICAL DUTIES:

Recruits, trains and assigns work to volunteers to assist school staff.

Organizes volunteer activities.

Maintains volunteer records.

Performs clerical tasks related to programs which could include maintenance of records and files, preparation and submission of reports, operation of a variety of office machines and equipment such as a calculator, typewriter, copier, computer and related software.

Performs other related duties as assignment by the Principal and appropriate in the implementation of the various categorical programs.

Performs other duties as assigned.

KNOWLEDGE OF:

Modern office methods, procedures, and equipment

Filing and record-keeping

Basic clerical skills

Public education programs and related experience

Sensitivity to the various cultural and ethnic make-up of the community

ABILITY TO:

Relate well to adults and children

Perform clerical work involving a degree of independent judgment

Work well with others and maintains good working relationships that encourage volunteer participation in the school

Organize the work of others

Learn to operate standard office machines and equipment

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent

At least one year of experience as a Classroom Instructional Assistant or Classroom Assistant either on a paid or volunteer basis

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of materials

Bending at the waist, kneeling or crouching to file materials

March 22, 1999