

CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California 95928  
(916) 891-3017

JOB DESCRIPTION  
**PARENT CLASSROOM AIDE-RESTRICTED**

**DEFINITION:** This class is represented by parents of children in a particular school and is under the general supervision of the school administrator. These staff members assist students either by working with an individual student or group of students, under the immediate direction of the teacher. These positions are categorically funded and, based upon funding, the positions may have hours increased or decreased at any time throughout the school year subject to Education Code provisions. This class is evaluated by the school administrator.

**TYPICAL DUTIES:** Listed below are some of the performance duties for this class. A Parent Classroom Aide-Restricted, under the immediate direction of a classroom teacher and responsible to a school administrator:

- a. assists the classroom teacher in the classroom by working with individual students or groups of students;
- b. assists the classroom teacher in such subject areas as reading, language development and mathematics;
- c. performs clerical work as required, including running of office machines;
- d. and performs related work as required.

**EMPLOYMENT CRITERIA:** Any combination of education and experience that indicates possession of the knowledge and skills necessary to perform the duties listed above. This would include the knowledge, skill and experience necessary to work with individuals or groups of students. The employee should have the following knowledge and skills:

- a. knowledge in such subjects areas as reading, language development, and mathematics equivalent to high school competencies;
- b. general knowledge of the operation of office machines;
- c. knowledge of recordkeeping and skill to maintain accurate records;
- d. knowledge and skill to work effectively with parents and students;
- e. knowledge and skill to maintain cooperative working relationships with the staff;
- f. willingness to attend inservice training and workshops for aides.

**NOTE:** Initial and continued employment within the class is restricted to a parent or guardian of a child attending the school at which the employee is working.

PC - September 1990