

CHICO UNIFIED SCHOOL DISTRICT  
1163 East Seventh Street  
Chico, California 95928  
(530) 891-3017

JOB DESCRIPTION

**PARENT LIAISON AIDE-RESTRICTED**

**DEFINITION:** Under the general supervision of the school administrator, this class is responsible for working with parents in a home or school environment to assist them in understanding the programs that their children are receiving. 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 Liaison Aide-Restricted, under general supervision of a school administrator:

1. assists in working with parents to develop an understanding of programs being taught;
2. works with parents both at school and in the home environment to assist them with school problems and family concerns whenever they can be of assistance;
3. may be required to adjust their schedule to include home visits at night;
4. works with teachers to determine instructional needs of the students to be served;
5. 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 parents in a home or school environment to assist them in understanding the programs that their children are receiving. The employee should have the following knowledge and skills:

1. knowledge of record keeping and skill to maintain accurate records;
2. knowledge of and skill to work effectively with parents of students both in a home or school environment;
3. knowledge and skill to work effectively with teachers and students from all socio-economic and ethnic backgrounds;
4. knowledge and skill to maintain cooperative working relationships with the staff;
5. 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.