

FAMILY AUXILIARY

General Statement of Duties and Responsibilities

Under the supervision of a teacher or project coordinator, provides supportive services for children by encouraging parents to participate in school life and by identifying and resolving special family needs which may have an effect upon the education of a child; performs related work.

Examples of Typical Tasks

Visits homes of school children and attempts to identify special family needs; consults with a School Social Worker concerning family referrals; becomes familiar with local public and private agencies, such as health centers and welfare centers; makes available to parents a list of local and other appropriate agencies, indicating the special programs and services that are available; may accompany families on visits to public and private agencies.

Encourages parents to participate in school life; may provide babysitter services for parents in order to allow for participation in school activities; may assist in planning and implementing a parent activities program; may work with the Parents' Association and other auxiliary personnel to plan and implement parent activities within a school.

May meet with pedagogical staff and parents and assist in discussions relating to the needs of children as they relate to special family needs and problems.

May supervise and train other auxiliary staff; participates in staff orientation and in-service workshops.

May assist school supervisory staff in developing programs which directly involve the family and child in order to support the education process.

Qualification Requirements

No special qualification requirements, but employee may not be a high school student.

Lines of Promotion

None. This class of positions is classified in the non-competitive class.