

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

EDUCATIONAL PARAPROFESSIONAL – PARENT LIAISON

1. PLANNING/PREPARATON

- _____ 1. Assist the school in facilitating and coordinating workshops, providing resources, and materials for parents.
- _____ 2. Develop partnerships with local businesses and service groups to advance student learning by involving community members in school volunteer programs. Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education (literacy).
- _____ 3. Develop a Parent Guide/Handbook containing pertinent phone numbers, contact persons, and other resources.
- _____ 4. Assist with the establishment of schools as community resource centers. The centers function could vary from providing an informal gathering place for parents to share information, to providing comprehensive access to community services.
- _____ 5. Work with community partners to hold special events such as health fairs, technology night, or other learning opportunities to inform parents and families of community resources and services.
- _____ 6. Assist the teachers in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.

2. ADMINISTRATION/MANAGEMENT

- _____ 7. Manage time efficiently.
- _____ 8. Assist in maintaining the security of records, materials, and equipment.
- _____ 9. Maintain a clean and orderly environment for parents/students.
- _____ 10. Monitor, evaluate, and conduct periodic surveys of parent participation and involvement in the educational process.
- _____ 11. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
- _____ 12. Assist teachers in communicating with parents through home visits if needed and written communication.
- _____ 13. Maintain the school "Parent Resource Room" to include accessible parent/family information to support parents and families with training, resources, and materials.
- _____ 14. Assist teachers in developing family kits built around relevant themes with games, videos, conversation starters, or other tools for parents to interact with their children on a specific topic.

3. INTERVENTION / DIRECT SERVICES

- _____ 15. Assist students with personal hygiene, health and safety issues, or grooming if required.
- _____ 16. Perform assigned clerical and bookkeeping duties.
- _____ 17. Prepare and maintain requested/required reports and records.
- _____ 18. Serve as liaison for parents between the school, community, and district office.
- _____ 19. Assist schools' advisory councils, school improvement teams, special programs, (ESOL, PreK), and parent-teacher organizations (PTSO) in the planning and cosponsoring of parent meetings to provide support, and to help parents gain knowledge about education policies, materials and resources.
- _____ 20. Organize an easy, accessible program for utilizing parent volunteers, providing ample training on volunteer procedures and school protocol. Educate and assist staff members in creating an inviting climate and effectively utilizing volunteer resources.

Educational Paraprofessional – Parent Liaison (continued)

4. COLLABORATION

- _____ 21. Work closely with teacher(s) and parents.
- _____ 22. Assist in maintaining positive relationships between the school and parents.
- _____ 23. Demonstrate support for teamwork.
- _____ 24. Communicate effectively orally and in writing.
- _____ 25. Collaborate with peers to create quality instructional environment.

5. STAFF DEVELOPMENT

- _____ 26. Participate in training programs and inservice.
- _____ 27. Assist peers in acquiring knowledge and understanding of particular area of responsibility.

6. PROFESSIONAL RESPONSIBILITIES

- _____ 28. Maintain confidentiality regarding student information.
- _____ 29. Use effective, positive interpersonal skills.
- _____ 30. Demonstrate integrity through ethical behavior.
- _____ 31. Perform job responsibilities in a timely and consistent manner.
- _____ 32. Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
- _____ 33. Exhibit attention to punctuality, attendance and thoroughness.
- _____ 34. Perform other duties as assigned.

7. STUDENT GROWTH/ACHIEVEMENT

- _____ 35. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and / or student program classification being served.

8. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 36. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 37. _____
- _____ 38. _____
- _____ 39. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)