

## PRE-K PROGRAM PARENT ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of tasks in support of efforts to strengthen parental involvement in the school's pre-kindergarten program and related activities. The duties involve assisting in preparing and disseminating program information, scheduling meetings and activities, preparing agendas and performing related clerical tasks. The work is performed under the supervision of administrative or professional staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes home visits to familiarize parents with school Pre-K program and eligibility requirements;  
 Schedules and sends out meeting notices to parents and Advisory Committee members on Pre-K program activities, issues and concerns;  
 Prepares agendas for parent group meetings and responds to questions on purpose of meeting;  
 Types, designs, prints and distributes an informational newsletter to parents;  
 Organizes parent volunteers and schedules them for field trips, special program and chaperoning activities;  
 Schedules special programs of interest to parents;  
 Prepares and maintains program records.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the School District's Pre-Kindergarten programs;  
 Good knowledge of office procedures, terminology and equipment;  
 Working knowledge of early childhood education practices;  
 Ability to establish good working relationships with parents;  
 Ability to schedule and organize meetings and special programs;  
 Ability to prepare and maintain records;  
 Clerical aptitude;  
 Tact;  
 Courtesy;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in Social Science or Humanities or a closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of experience working in a child care center or pre-school, or after school child care program which involved working directly with parents or children, or programs which required working with parents and youth to enhance parenting skills, self confidence and family living skills; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).