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Class Specifications for the Class:DISTRICT PARENT COMMUNITY NETWORKING CENTER ASSISTANT
(DISTRICT PCNC ASSISTANT)**Class Distinguishers:**

Complexity: This class reflects responsibility for assisting a district educational specialist by organizing, implementing and facilitating activities for a district wide Parent Community Networking Center (PCNC) program and providing assistance to school-site PCNC facilitators. The PCNC program utilizes a parent-community education process which focuses on participation and involvement in developing a sense of community and partnership among students, parents, teachers and the community. A position in this class performs a variety of liaison, coordinative and advisory work which includes assessing needs and concerns of schools, parents and communities within the district based on a general awareness of social and educational concerns, school and district demographic and other characteristics and, through interviews, meetings and questionnaires; developing, community resources and disseminating information; presenting or facilitating workshops and informational meetings; and providing informational, advisory and technical assistance to school-site PCNC facilitators in organizing, facilitating, evaluating and enhancing school-site PCNC programs.

Personal Work Contacts: The work involves extensive personal contacts with parents, teachers, principals and other school officials, and various public, private and community organizations, and individuals to seek and encourage their assistance and participation in supporting the needs of the school and district PCNCs.

Supervision Received and Guidelines Available: Positions in this class work under the general supervision of an educational specialist. Guidelines, materials, manuals and training are also available. In unusual or controversial situations, direction and guidance is provided by the supervisor and from professional staff at the State office level.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Philosophy, goals, objectives and role of the school-site and district PCNC programs; basic educational goals; procedures and guidelines for facilitating parent, school and community partnerships; methods of organizing and conducting group and informational sessions; variety of community resources; a variety of survey, evaluation and monitoring techniques;

interviewing and motivating techniques; departmental policies and procedures relating to PCNC activities; principles of oral and written communication; PCNC principles of interpersonal relationship skills; arithmetic (addition, subtraction, multiplication and division); and proper English usage, grammar, punctuation and spelling.

Ability to: Understand and explain the philosophy, goals, objective and role of the school-site and district PCNC programs; speak effectively with individuals and before large groups; prepare clear and effective written correspondence, informational brochures and handouts for a range of audiences; prepare clear and concise reports; develop and maintain effective working relationships with a variety of individuals and groups; effectively network with district and school-site PCNC facilitators, parents and community resources; facilitate the monitoring and evaluation of school-site PCNC programs; organize and facilitate district and school-site PCNC program activities; organize, coordinate and/or conduct workshops and information dissemination sessions; meet and deal effectively with representatives of community and business organizations to foster their cooperation and participation in support of school and district PCNC goals and objectives; estimate funds required to carry out planned district PCNC activities; and prepare purchase orders and keep track of expenditures in accordance with pertinent rules, policies and procedures.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Represents the district PCNC and serves as liaison between the district, community, schools and parents.
2. Assesses profile, needs and concerns of the district, community, schools and parents through meetings, visitations, interviews, questionnaires and problem-solving committees; review of school action plans; general awareness of social and educational concerns; and other appropriate means and methods.
3. Establishes and maintains relationships with representatives of various public, private and community organizations to foster partnerships and to encourage their support and participation (by providing donations, serving as volunteers, spearheading or serving on committees, providing

- advocacy and/or other means of support or resources) in meeting the needs and concerns of the school and district PCNCs.
4. Identifies and compiles listings of community resources.
 5. Serves as a link between the State PCNC team and school-site PCNC facilitators regarding training, technical services, conferences, PCNC community programs and projects.
 6. Organizes, conducts and/or coordinates workshops and related training activities based on the assessment of needs of the district, community or school-site PCNC.
 7. Conducts and/or coordinates workshops and information dissemination/sharing and group support sessions on such topics as literacy, parenting, study skills, drug abuse, gang information/prevention, teen pregnancy, self esteem, motivation, etc.
 8. Assists school-site PCNC facilitators in maintaining school level PCNC handbook covering guidelines, policies and other necessary information through periodic review and consultation.
 9. Assists school-site PCNC facilitators in developing and enhancing school-site PCNC function and effectiveness through the provision of workshops and advisory services.
 10. Facilitates the evaluation and monitoring of school-site PCNC activities through school visits and interviews with school-site PCNC facilitators, principals and parents.
 11. Prepares statistical and narrative evaluation reports for the district educational specialist on such matters as activities, problems, concerns, progress and attainment of goals by school-site PCNC facilitators and recommendations of desired goals, objectives and strategies, etc. Reports may be referred to the State PCNC team.
 12. Estimates costs for PCNC activities; prepares purchase orders and keeps track of expenditures.
 13. Drafts and maintains a district PCNC handbook covering guidelines, policies and other necessary information.

14. Prepares various informational materials for school-site PCNC facilitator; prepares brochures, flyers and training/workshop handouts.
15. Attends State and district sponsored workshops and meetings.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class DISTRICT PARENT COMMUNITY NETWORKING CENTER ASSISTANT by the Department of Education Civil Service system.

DATE APPROVED: MAR - 9 2006

EFFECTIVE DATE: JUL - 1 2005



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Office of Human Resources