

**Job Title:** Campus Clerk/Parent Engagement Liaison      **Wage/Hour Status:** Non-Exempt  
**Reports to:** Principal      **Pay Grade:** 303  
**Dept./School:** All Campuses      **Date Revised:** November 22, 2024

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**Primary Purpose**

Support the principal with the school wide parent and family engagement program. Establish networks with school/community groups with the purpose of facilitating meaningful and effective parent and family engagement. Provide general clerical support to department staff.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education  
Passing score on the District SET test

**Special Knowledge/Skills**

- Strong organization, communication and public relations, and interpersonal skills
- Knowledge of computers and software applications
- Ability to multitask

**Experience**

One (1) year related experience

**Major Responsibilities and Duties**

1. Process correspondence, reports, and various other documents.
2. Maintain an established filing system, prepare files, place documents in appropriate files, and pull files, as needed.
3. Input data into a computer and run programmed reports, as needed.
4. Answer telephone, direct calls, and take messages.
5. Sort and distribute office mail.
6. Cross-train with other members of clerical staff to serve as backup in their absence.
7. Duplicate testing materials.
8. Serve as an onsite resource for parents to help them navigate the school's systems of support and communication.
9. Support the principal with the recruitment of parents to attend family engagement programs and events including Title I activities.
10. Provide clerical support to the principal by maintaining original Title I compliance documentation and uploading evidence of compliance as per District reporting procedures.
11. Provide the principal with clerical support specific to family engagement, to include printing resources, creating and maintaining sign-in sheets, session evaluations, and general event coordination, for all parent engagement and family outreach efforts.
12. Support the principal in the development, implementation and evaluation of the school-wide program, the district parental engagement policy, the schools' parent involvement plan, and the school-parent compact.
13. Utilize varied and effective methods to communicate with parents to ensure they are abreast of campus events and family engagement opportunities.
14. Attend mandatory staff development training to perform job functions and improve the quality of the parent and family experience at the school.
15. Use data to identify parent and family needs in the school community and engage community partners and district resources to address identified needs to build capacity of parents to support the academic and social-emotional goals of the district.

**Supervisory Responsibilities**

None

**Equipment Used**

PC Computers, printer, fax machine, copier, typewriter, and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; Occasional prolonged and irregular hours, repetitive hand motion, prolonged use of the computer.

**Terms of Employment**

184 days; hourly rate to be established by the Board of Trustees

May be required to work some evenings and weekends to support family engagement events.

**This is a non-instructional position.**

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.