

ELEMENTARY AND SECONDARY EDUCATION AMENDMENTS 1273

training program, and subsequent involvement in employment as aides. Parents' attendance at the school functions would be a measure of the effectiveness of the family aide program.

FUNCTIONS TO BE PERFORMED

A. School setting

1. Clerical Duties :
 - Keeping attendance records,
 - Filing materials,
 - Keeping inventories,
 - Typing,
 - Duplicating materials,
 - Collecting milk money and other funds.
2. Room Maintenance :
 - Helping children get out and put away materials,
 - Keeping food utensils clean (juice containers, etc.),
 - Inspecting equipment for repairs,
 - Setting up equipment,
 - Keeping stock supplies in order.
3. Instructional Assistance :
 - Making visual aids,
 - Making scrap books and other materials,
 - Maintaining bulletin boards; arranging displays and exhibits,
 - Operating equipment : projectors, record players, tape recorders,
 - Selecting books from library,
 - Collecting pictures, leaves, rocks, etc.
4. Self-Help Assistance :
 - Supervising bathroom requirements,
 - Helping to take off and put on clothing,
 - Giving minor first aid,
 - Assisting with rest period,
 - Assisting children with food preparation and eating.

B. Home community contacts

1. Assistance in the Development of Parent Meetings :
 - Conducting a survey among parents to determine type of meeting and content they are interested in ;
 - Providing baby-sitting services in the school so parents can attend the meetings ;
 - Providing pre- and post-meeting contact ;
 - Duplicating notices and parent education materials to be distributed at parent meetings ;
 - Helping set up demonstration and display materials ;
 - Operating audio-visual equipment.
2. Assistance to Teacher in Individual Parent Conferences :
 - Providing in-school baby-sitting service to parent who is visiting in the school.
3. Home Visits to Accomplish the Following :
 - Providing positive family contact, letting the parents know some of the things the child does well ;
 - Developing understanding of the school through vis-a-vis contact with new parents as a supplement to teacher contact ;
 - Providing the teacher with a greater familiarity with the child's parents and home environment through feedback from home visits ;
 - Providing contact for children with short term illnesses, taking home-work assigned by teachers and encouraging family to help child keep up with school work ;
 - Alerting social workers regarding parents who appear to be in need of referral to other agencies ;
 - Arranging appointments for social worker with parents of children who appear to have school related problems.