

COMMUNITY AIDE (SPANISH SPEAKING)

GENERAL STATEMENT OF DUTIES: Assists District High School faculty, Guidance Counselors and Social Worker by serving as liaison between the school and the Hispanic community; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an employee in this class is responsible for obtaining social data, as well as family background information from parents for use by educators and associated professionals, and referral of students to school district resources and services. Duties require proficiency in both Spanish and English, providing interpretive and information services.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Serves as initial contact for inquiries from the Latino community;

Provides bilingual career awareness and occupational orientation for limited English proficient (LEP) students;

Provides bilingual interpreting and translation services for new LEP students and parents;

Interprets transcripts of students from Latin countries;

Follows up on referrals made by teachers or counselors of students having academic, vocational or social difficulties;

Visits homes of students to observe home atmosphere, provides information to teachers and counselors or situations that may related to school problems;

Visits parents to determine reason for chronic absenteeism of students;

Provides parents information regarding availability of school district resources and services;

Alerts families and school representatives to community meetings of special interest;

Organizes field trips, schedules guest speakers to facilitate college and career choices for students.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with school district and BOCES resources and services; familiarity with the basic purpose and location of community agencies; ability to read, write and converse fluently in both the Spanish and English languages; ability to read, speak and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to meet and deal effectively with others; ability to establish good working relationships with Hispanic students, parents, school personnel and the general public; ability to follow oral and written instructions; ability to work independently; tact; emotional security; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and three years of experience which involved dealing with people; or (b) graduation from a recognized college with an Associate's Degree and one year of experience which involved dealing with people; or (c) graduation from a recognized college with a Bachelor's Degree including or supplemented by one year of experience which involved dealing with people; or (d) a satisfactory equivalent combination of the foregoing training and experience.