

## COMMUNITY AIDE (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, an employee in this class serves as a liaison between parents of school children in the Hispanic community and school district faculty, guidance counselors and social workers. Incumbents obtain social data as well as family background information from parents to assist educators and associated professionals in referring parent and/or child to appropriate school district resources and services, and may also organize workshops, field trips and seminars to inform parents of topics of interest and relevant resources and services in the community. Incumbents develop positive working relationships among parents, school staff, and community agencies to enhance student achievement, promote student attendance, and increase student responsibility. Duties require proficiency in both Spanish and English languages, providing interpretive and information services. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Follows up on referrals identifying the need for communication with parents made by teachers or counselors of students having academic, vocational, or social difficulties;

Monitors student academic and extracurricular activity participation;

Follows up on academic and other school problems and maintains contact with parents for feedback and the development of a home to school relationship;

Visits homes of students to observe home atmosphere, provides information to teachers and counselors regarding conditions that may relate to academic and other school problems;

Visits parents to determine reason for chronic absenteeism of students and to discuss various student achievement issues;

Visits parents to provide information regarding availability of school district resources and services;

Takes parent and/or child to a community agency;

Keeps parents informed of available local, district, and community-wide services, training and program opportunities;

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

Plans, organizes, attends, and participates in workshops, training and seminars for parents in collaboration with school district personnel;

Assists in providing accommodations for parents unable to visit school for the purpose of monitoring student progress;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Attends parent, teacher, and administrative meetings and helps resolve expressed concerns of the community, school district faculty, guidance counselors and social workers;

Evaluate the progress of parent participation in training, decision making, and student activities to make recommendations to administration on improvement strategies;

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

Coordinate parent organization elections and the recruitment of parent organization members;

Maintains proper documentation and follow-up on parent and student related issues;

May assist and support parents in advocating on behalf of their children during basic student disciplinary actions, CSE meetings, child study team meetings, etc.

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 Spanish-language transcripts of students from countries in which Spanish is the official language;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of school district and BOCES resources and services; good knowledge of interview techniques; familiarity with the basic purpose and location of community agencies; familiarity with the local community and population; familiarity with local social services agencies available to deal with community problems; familiarity with health and social problems and attitudes in the community; familiarity with all applicable New York State Education Department, Board of Education, and school district policies, rules, regulations, and procedures; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to meet and deal effectively with others; ability to work effectively with adolescents and/or children; ability to establish and maintain good working relationships with students, parents, school personnel, community agency personnel, and the general public; ability to deal effectively with students, parents, school personnel, community agency personnel, and the general public; ability to motivate parents and students; ability to communicate effectively, both

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd.):

orally and in writing; ability to follow oral and written instructions; ability to speak effectively before groups; ability to work independently; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; 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; good interviewing skills; tact; integrity; discretion; tolerance of differing points of view and beliefs; emotional maturity; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience which involved public contact\*.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to two (2) years of the specialized experience. There is no substitution for the additional one (1) year of specialized work experience described above.

\*DEFINITION: Public contact experience is defined as experience which includes, but is not limited to, information gathering, disseminating and clarifying, inspecting, negotiating or counseling. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

\*\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts  
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Job Class Code: S363