

COMMUNITY AIDE (SPANISH SPEAKING)

GENERAL STATEMENT OF DUTIES: Assists District High School faculty, Guidance Counselors and Social Workers 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 Spanish-language transcripts of students from countries in which Spanish is the official language;;

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 regarding conditions that may relate 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 and schedules guest speakers to facilitate college and career choices for students;

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: 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 use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; 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 work experience which involved public contact*; or (b) graduation from a recognized college with an Associate's Degree and one year of work experience which involved public contact*; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*Public contact experience shall be 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 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
J.C.: Competitive
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Job Class Code: S363

Comment [WC1]: Revised: 01/09/08
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