

COMMUNITY AIDE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the building Principal, promotes communication and cooperation between the school and members of the community.

ESSENTIAL FUNCTIONS:

- Make home visits and telephone calls to explain classroom and school activities to parents and other members of the community and to solicit participation in school programs
- Arrange, coordinate, and attend coffees, luncheons, and other parent/staff conferences and encourage parents to attend
- Helps plan, assists officers, and attends school advisory committee meetings
- Cooperates with principals in preparing informational and/or recruitment material related to parent education and parent participation components of funded programs
- Assist in the coordination of parent volunteer programs
- Create welcoming atmosphere in the school
- Coordinate meetings in homes for parents and community members
- Coordinate the work of other paraprofessional staff
- Assist in developing, preparing and assembling instructional materials or information
- Participate in individual or small group tutoring and in the supervision of pupils on regularly scheduled buses and on field trips
- Act as interpreter or translator in situations which require bilingual skills
- Does other related duties as assigned by the building principal

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Passage of CODESP Exam or equivalent test, or 48 units from an institute of higher learning, or AA/AS degree
- Minimum typing ability

KNOWLEDGE OF:

- Socio-economic problems in the community
- Reading and writing English communication skills
- Operate standard office equipment including computers and related software applications
- Needs and requirements of school community

SKILL TO:

- Read, write and type at a sufficient level to successfully perform the required duties
- Follow written and oral instructions
- Organize a task and carry to completion with efficient use of time
- Communicate effectively and maintain effective working relationships with school staff, parents and community members
- Meet schedules and time lines
- Read, apply, and explain rules, regulations, policies, and procedures

PHYSICAL FUNCTIONS:

Ability to:

- Hear and understand speech at normal levels
- See and read notes, memos and printed material
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Reach in all directions
- Speak clearly and effectively
- Sit and stand for extended periods of time

WORK YEAR:

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board adopted: February 14, 2012