

COMMUNITY AIDE I

Definition

Under the supervision of the school principal, the Community Aide shall be well acquainted with the area served and have leadership potential; shall communicate with children, parents, staff, and community agencies; and to perform other duties as directed.

Essential Duties

1. Maintain school-community communication channels;
2. Assist principal in the organization and maintenance of the parent committees;
3. Collect information and data of significance to the school program for each student; and
4. Participate in regular in-service activities that will upgrade service skills.

Qualifications

Knowledge of:

1. Community agencies and resources; and
2. All areas of the instructional programs, philosophy and practice of learning skills involved.

Ability to:

1. Speak, read, write and interpret Spanish;
2. Establish and maintain cooperative working relations with others;
3. Recognize and handle discreetly any confidential information;
4. Identify parent education needs and stimulate their involvement in programs of parent education;
5. Learn about and relate public services available to meet family needs affecting a child's physical, emotional, mental, and educational development.

Education:

A high school diploma or the equivalent.

Other:

Vehicle for school business use
California Driver's License.

COMMUNITY AIDE II

In addition to the duties and qualifications as described above, must have earned 60 units of college credit.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit and walk and sometimes stand. Specific vision abilities required by this job include close vision such as typed material. Hearing abilities used while performing this job are hearing conversation in a quiet or noisy environment. The employee will frequently interact with the public and other staff in addition to meeting multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and work is usually performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.