

DELANO UNION SCHOOL DISTRICT

Community Aide

JOB SUMMARY

The Community Aide performs tasks related to attendance; monitoring for all pupils on a district wide basis. Works under the supervision of the principal or Assistant Superintendent or his/her designee.

QUALIFICATIONS

Knowledge of and Ability to:

Must possess good human relations skills, integrity, courteous, good judgement, neat appearance, and dependable. Bilingual-biliterate skills required.

Must possess a valid California Motor Vehicle Operator's License and be willing to use personal car in the course of performing job duties as a condition of continued employment in this classification.

Experience

Prior experience working with the public and/or children is highly desirable.

Education

Graduation from high school or equivalent. Must pass a District administered test of basic education skills.

ESSENTIAL FUNCTIONS OF THIS POSITION

- 1. Requires calling and making homes visits;**
- 2. Schedule, organize and conduct meetings with parents of children who have been absent;**
- 3. May assist in making community resources available to students and/or families;**
- 4. Maintains a variety of records and files, including confidential student records and information;**
- 5. Attends meetings and conferences as requested as well as provide interpreting services if necessary;**
- 6. Make public contact maintaining a neat and professional appearance;**
- 7. Operate a motor vehicle and maintain a valid California Driver's License.**
- 8. Prepare and provide written and/or oral reports on the status of assignments.**
- 9. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.**

Community Aide

1. Seldom = Less than 25 % 3. Often = 51 - 75 %
2. Occasional = 25 - 50 % 4. Very Frequent = 76 %

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
4 b. Ability to stand and circulate for extended periods of time.
3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
4 d. Ability to hear and understand speech at normal levels.
4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
2 f. Ability to bend and twist, stoop and kneel, crawl, push and pull.
2 g. Ability to lift 20 lbs.
2 h. Ability to carry 20 lbs.
4 i. Ability to reach in all directions.
4 j. Ability to work in the elements (extreme temperatures).

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.