

## MODESTO CITY SCHOOLS

### Job Description

JC# 1362

## BILINGUAL COMMUNITY AIDE

### OVERALL RESPONSIBILITY

Under general supervision, to inform and involve the parents in school programs in order to enable the children to obtain maximum benefit from the school instructional program. Develop and maintain effective relationships and communications - in the parent's primary language and English – to serve as a resource between home and school.

### SPECIFIC RESPONSIBILITIES

1. Make home visits and/or telephone calls to inform parents of school activities. *E*
2. Assist parents in making contact with appropriate community resources. *E*
3. Recruit and encourage parents to participate in various school activities. *E*
4. Collect student information and maintain student records as well as correspondence and informational files. *E*
5. Attend required in-services, conferences, and community events. *E*
6. Assist with the coordination and implementation of parent training and events. *E*
7. Work with the general public and community service agencies. *E*
8. Serve as a resource person between the district/school and human service agencies through public relations activities. *E*
9. Translate materials from English to primary language and primary language to English. *E*
10. Assist with translating and interpreting between community members, parents, and staff. *E*
11. Contact parents, students, and/or community agencies in relationship to student information needs. *E*
12. Create, prepare and/or provide correspondence and informational materials to families as needed. *E*
13. Utilize technology to input, create, maintain, or update records, reports, or other related information.
14. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
15. Perform other related duties as assigned.

### SALARY

Classified Unit Salary Schedule.

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Ability to prepare reports regarding activities.
- Ability to make effective oral and written presentations.
- Ability to serve as a school advocate and maintain good relations with the District personnel, parents, students and community members.
- Ability to communicate fluently in designated language and in English.
- Ability to understand and carry out oral and written directions given in English.

## **BILINGUAL COMMUNITY AIDE (continued)**

### QUALIFICATIONS (continued)

#### Knowledge/Ability

##### Minimum Requirements:

- Ability to effectively communicate in large and small group settings.
- Ability to establish and maintain accurate records and files.
- Knowledge of diverse cultures and ethnic groups.
- Knowledge of effective communication styles and techniques.

#### Experience

##### Minimum Requirement:

- Previous work with the general public and community service agencies. Experience working with school age children.

#### Education

##### Minimum Requirement:

- High School diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

#### License

##### Minimum Requirement:

- Valid California Driver's License.

#### Automobile

##### Minimum Requirement:

- Access to an automobile and proof of vehicle insurance.

### REPORTS TO:

Principal or designee

Board Approved: 10/23/95

Reclassification/Equity Adjustment Committee Revised and Approved: 11/25/19