

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMMUNITY ASSISTANT - BILINGUAL (Range 11)

BASIC FUNCTION:

Under direction of a Principal or assigned supervisor, serve as a liaison between the school, parents, students and the community; provide information regarding school or District programs, procedures, activities, rules and regulations; provide translations or interpretation as needed.

REPRESENTATIVE DUTIES:

Serve as a liaison between the school and school community to assist in fostering a climate of understanding and cooperation; answer phones and greet the public at the counter; provide routine information as appropriate. *E*

Travel to various locations to visit homes to discuss and interpret educational programs of the school; transport children or forms or other documents to homes as needed. *E*

Meet with or contact parents to discuss various pupil problems, attendance and parental responsibilities in assisting children obtain success in school; prepare related records. *E*

Attend meetings as assigned; translate and interpret for parents as needed. *E*

Translate and interpret materials and school and District policies, programs and activities for parents, school personnel, students and others as requested. *E*

Assist in working with community groups and parents to clarify school programs and policies and to involve community and parent groups in developing ways to solve school community problems; participate in school activities. *E*

Perform general clerical office work such as typing, duplicating and providing assistance to the supervisor. *E*

Assist with health related activities such as administering basic first aid or contacting parents of ill students.

Assist with registering students as requested; assist parents with completing registration forms.

Perform related duties as assigned.

Community Assistant - Bilingual

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community interests, concerns, and attitudes relative to educational programs of the District.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct oral and written usage of English.
Basic first aid techniques.

ABILITY TO:

Understand and communicate with children and adults of different racial and cultural backgrounds.
Understand and carry out written and oral instructions.
Establish and maintain effective and cooperative working relationship with others.
Meet schedules and time lines.
Administer basic first aid.
Speak and interpret English and a designated second language.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and six months experience involving community activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Incumbents are required to speak, read and write fluently in a second designated language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.

HAZARDS:

Contact with sick or bleeding students.