

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005

Salary Schedule: 20: Row: 17

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: COMMUNITY AIDE - BILINGUAL

JOB PURPOSE STATEMENT: Under the supervision of the site administration, to support positive student attendance by providing effective communication between the school, the students' family, and appropriate public agencies to achieve a suitable climate for learning; to provide a variety of clerical and supportive tasks; and to do related work as required.

JOB FUNCTIONS:

- Assists certificated personnel by visiting students' homes to explain school programs, reinforces positive attitudes of parents and students toward school, learns of any home problems that may have a bearing on student accomplishment in school, and discourages absenteeism
- Identifies social, personal, and economic problems that may affect student learning
- Becomes familiar with public and private agencies that can assist
- Knows the community, district, community and student assistance programs
- Reports any suspected violations of the law such as health or housing code violations, child abuse, illegal narcotics sales, etc., to the supervisor for immediate follow-up and action
- Listens to complaints parents may have about school and advises parents as to proper channels for seeking redress of grievances
- Attends parent meetings
- Organizes parent volunteer and parent education programs
- Refers habitually truant students to SARB and monitors attendance thereafter
- Establishes direct parent communication via telephone, fax, e-mail or letters
- Knows how to control and motivate students

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JOB FUNCTIONS – continued

- Takes responsibility for supervising students
- Escorts students to and from school
- Assists in recruiting and registering students in school activities
- Uses correct grammar, punctuation and spelling
- Possesses excellent listening and organizational skills
- Demonstrates patience, warmth and a liking for people
- Understands and carries out oral and written instructions
- Possesses clerical, computer, and data management skills
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and the display screen of various office equipment and machines
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (10 pounds), carry (10 pounds), push/pull (10 pounds), climb, and walk
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and efficient manner

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JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Uses Spanish and English clearly and distinctly in both written and verbal form
- Experience in dealing with school age children and the community is desired

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 35 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- Valid driver's license
- TB Clearance
- Drug/Alcohol Clearance
- Criminal justice fingerprint clearance