EVERGREEN ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: COMMUNITY/SCHOOL ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, enhance communication between non-English speaking parents and English speaking District administration and staff and others by translating.

REPRESENTATIVE DUTIES:
Assist non-English speaking parents; translate from non-English to English and English to non-English. ***E***

Attend meetings as required. ***E***

Contact parents and arrange for conferences with teachers and administrators. ***E***

Operate office equipment as assigned. ***E***

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Correct oral and written usage of English and a designated second language.
Interpersonal skills using tact, patience and courtesy.
Correct oral and written usage of English and a designated second language.
Community resources and needs.

ABILITY TO:
Read, write, translate and interpret English and a designated second language.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Relate to other people beyond giving and receiving instructions.
Work cooperatively and effectively with parents and students.
Learn basic computer operation to conduct specific tasks.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year of experience in a related field.

LICENSES AND OTHER REQUIREMENTS:
Some incumbents in this position may be required to read, write and speak in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

Classified Salary Schedule Range: 21