



Position Description
School Community Aide (Non-Instructional Paraprofessional)

Salary Level: Paraprofessional Contract

Prepared Date: January 24, 2014

Contract/Benefits: Paraprofessional Contract

*Prepared By: David Elcock, Director,
Human Resources*

Department or Area: Community & Student Services

*Approved By: Christina Mazzella, Executive
Director, Human Resources*

Reports To: Director of Community & Student Services

Qualifications:

1. Minimum of high school diploma, GED, or equivalent.
2. Acceptable background checks, including Acts 34, 114, and 151 clearances,
3. Acceptable tuberculosis test and physical examination results.
4. Bilingual (English/Spanish), preferred.
5. Strong organizational, communication, interpersonal, and human relations skills.
6. Strong verbal, written, and computer skills are also required. Proficiency in Microsoft Office applications, preferred.

Summary:

This individual assists in encouraging students/family to participate in school meetings, conferences, and/or educational programming. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodations.

Essential Duties and Responsibilities:

1. Visit student homes to verify residency and to deliver educational paperwork.
2. Inform parents of school programs and regulations.
3. Encourage parents to come to school for conferences with school personnel.
4. Help parents to participate in and support school activities.
5. Accompany a professional staff member, when necessary, to assist parents in filling out forms such as applications, social or medical history forms, and legal documents.
6. Maintain frequent contact with Home School Visitor, including, but not limited to, identifying and reporting community and neighborhood conditions, and students' family needs and situations which may require additional services.
7. Maintain appropriate records.
8. Consult with principals or other school personnel upon request.
9. Counsel students directly upon request of counselor or principal.
10. Perform other duties as assigned by supervisor.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Addresses difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Maintains confidentiality; Listens carefully; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Gives and welcomes feedback; Contributes to building positive morale.

Organizational Skills

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Utilizes district/school resources with fiscal prudence; Develops strategies to achieve district/school goals; Understands district's/schools' strengths & weaknesses; Aligns work with strategic goals.

Personal Competencies

Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands:

This position involves a combination of walking, standing, and sitting at various times of the day. The position may require escorting children throughout the building. Employee will be required to operate a computer and complete required paperwork.

Evaluation:

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position