

# **DELANO UNION SCHOOL DISTRICT**

## **Communication Aide**

### **Brief Description of Job**

Under general supervision, performs a variety of communication, articulation and language development activities; performs a variety of supportive tasks and follow-up activities; serves as an interpreter for parents and community members with a limited English-speaking ability; and to do other related work as required.

### **Administrative Relationship**

Works under the supervision of the Director of Student Support Services or Certificated designee.

### **Major Duties and Responsibilities**

Assists instructional personnel in the implementation of individual educational plans for students experiencing speech-language instructional needs; tutors individuals and small groups of students to reinforce and follow up learning activities; assists students in the development of appropriate social behaviors; performs a variety of behavior management and behavior shaping functions; develops and assists in the development of specialized instructional materials; operates and assists students in the operation of variety of instructional media machines and equipment; assists in the development and maintenance of student records and files; requisitions, stores, distributes, and maintains an inventory of educational materials, supplies, and equipment, assists in the development and maintenance of learning environment appropriate to the special instructional requirements of students; administers routine first aid and determines the need to seek assistance for students with nonroutine illness or injury; uses a second language and provides cultural experiences to assist students with bilingual/bicultural needs; may make home visits; may serve as interpreter to facilitate communication with monolingual, non-English speaking members of the school community; may assist parents to utilize community resources; may serve as liaison between school and home. Interprets at individual education planning meetings (IEP), translates documents as needed. Performs a variety of other clerical tasks, such as taking roll, collecting monies, and completing forms. Performs other related duties as assigned. Requires intra-district travel.

### **Qualifications**

#### **Required:**

Knowledge of child development and behavior characteristics; behavior management strategies and techniques utilized with students experiencing problems; appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment; basic arithmetical concepts; routine record storage, retrieval, and students involved with communication instructional problems. Ability to demonstrate an empathic, patient, and receptive attitude with students experiencing speech-language needs; interpret, understand, and follow specific student educational plans and courses of study; appropriately apply basic first aid; communicate satisfactorily in oral and written form as required by the assignment, and serves as an appropriate language model;

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**performs routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional material and procedures in the enhancement of an educational environment; understand and carry out oral and written direction; establish and maintain cooperative working relationship with children, adults, and community resources.**

### **Desired:**

- **Two years of paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs.**
- **Fluently read, write and speak Spanish, Tagalog, Ilocano, and/or Visayan.**

### **Education**

**Equivalent to the completion of the twelfth grade, with course work or training in child growth and development, instructional technology, or bilingual instructional processes. Possession of a valid California Motor Vehicle Operator's License may be required for some assignments. Possess or secure within six (6) months of employment, a certificate for first aid and CPR issued by the American Red Cross or equivalent.**

### **ESSENTIAL FUNCTIONS OF THIS POSITION**

- 1. Assists instructional personnel with presentation of learning materials and in conduct of instructional exercises;**
- 2. Tutors individual students and small groups of students to reinforce and follow-up learning activities;**
- 3. Monitors and assist students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;**
- 4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;**
- 5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;**
- 6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;**
- 7. Operates and assists students in the operation of a variety of instructional media machines and equipment;**
- 8. Assists students with activities to develop small muscle and eye-hand coordination;**
- 9. Administers routine first aid and requests assistance for nonroutine injury or illness;**
- 10. Maintains or assists in maintaining an orderly, attractive and positive learning environment;**
- 11. Participates in parent conferences, as requested;**
- 12. May assist in making community resources available to students and/or families.**

1. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- |               |   |                |                  |   |                |
|---------------|---|----------------|------------------|---|----------------|
| 1. Seldom     | = | Less than 25 % | 3. Often         | = | 51 - 75 %      |
| 2. Occasional | = | 25 - 50%       | 4. Very Frequent | = | 76 % and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations
- 4 b. Ability to stand and circulate for extended periods of time
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation
- 3 f. Ability to bend and twist, kneel and stoop, run and crawl
- 2 g. Ability to lift at least 20 lbs.
- 2 h. Ability to carry at least 15 lbs.
- 3 i. Ability to reach in all directions

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.