

## **HOME/SCHOOL ASSISTANT - BILINGUAL**

Code No. 5-14-004  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for assisting with school district efforts to alleviate student and school problems. Duties are performed in English and/or Spanish verbally and in writing. The employee works with parents, students, and community agencies in an effort to promote greater and more effective student participation in the classroom. Supervision is not a responsibility of this class. The employee reports directly to, and works under the general supervision of, a School Principal or other higher level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

The following activities are performed in English and/or Spanish:

Meets with students and parents on school-related problems;

Maintains records of activities with students and parents;

Participates in student conferences on school-related problems with teachers and student support staff;

Assists in data collection;

Makes school, home, and agency visits;

Participates in parent and student workshops and conferences;

Develops basic written reports regarding student progress.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the District's and community agencies' policies and programs as they relate to troubled youth; working knowledge of appropriate community and public service agencies for assistance in problem solving; ability to communicate both orally and in writing in English and in Spanish; ability to maintain simple records; ability to prepare basic reports; ability to motivate and lead students; ability to plan and coordinate schedules and visits; ability to establish and maintain effective working relationships with students, parents, school and community staff; ability to conduct activities in English and in Spanish; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation with an Associate's degree or successful completion of sixty (60) credit hours from a college or university; OR,
- (B) Successful completion of thirty (30) credit hours from a college or university plus one (1) year full-time or its part-time equivalent paid or volunteer\* experience with youth (up to and including twenty-one [21] years of age) involving supervision\*\* in facilities such as detention centers, shelters, and residential group homes, or instruction, mediation activities, attendance/truancy enforcement, problem solving intervention or similar activities involving youth (up to and including twenty-one [21] years of age); OR,

- (C) Two (2) years full-time or its part-time equivalent paid experience as described in (B) above;  
OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B),  
and (C) above.

\*Volunteer experience must be documented by the participating agency and signed by the appointing authority. Employment dates, average number of hours worked per week, and job duties must be included. Documentation must be included with your application.

\*\*For the purpose of these minimum qualifications, supervision experience does not include experience in day care centers or similar facilities.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**Monroe County Civil Service Commission**

**ADOPTED:** March 8, 2012

**REVISED:** December 6, 2012

**REVISED:** December 14, 2023