

<p>Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction, and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created, or any such existing position reclassified only with the title approved and certified by the commission. (L. 1958, c790 S 1; amended L.1978, c99, S 1.)</p>		<p style="text-align: center;"><u>SUFFOLK COUNTY</u> DEPARTMENT OF CIVIL SERVICE</p> <p style="text-align: center;">NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this department.</p>
<p>1. District Wide Sachem Central School District 51 School Street Lake Ronkonkoma, NY 11779</p> <p>2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p>		
PERCENT OF WORK TIME	Neighborhood Aide	
100%	<ul style="list-style-type: none"> • Must be flexible and demonstrate excellent communicative skills to deal with community members, students, parents, colleagues, District employees, supervisors, and administrators. • Bilingually fluent individual to provide interpretations as required in a language other than English as required by phone conferences or in person. • The ability to translate letters, documents, and notifications. • Serve as a liaison between the school and the community. • Must have ability to establish and maintain effective and collegial working relationships with co-workers, supervisors, and the public. • Exceptional organizational, communication and interpersonal skills. • Must demonstrate flexibility, sound judgment and excellent communicative skills; must demonstrate collegiality with administration, colleagues, district employees, and community members. • Must have the ability to follow written and oral directions. • Must demonstrate excellent judgment and maintain integrity of confidential information relating to students, staff, and the community. • The ability to be detail oriented, self-motivated, and able to multitask. • Good knowledge of Microsoft Office applications • Proofread routine documents, publications, reports, correspondence, spreadsheets, or documents utilizing programs such as e-school and/or Microsoft Office. • Maintains records and prepares reports as necessary. • Collaboratively develops programs and activities designed to engage students, their families, and the community in order to improve student achievement. Focus is placed on Students with Interrupted Formal Education (SIFE) and Newcomers. • Assists school personnel and families to develop strong partnerships and enhance communication. • Assist in the use of translating technologies to Central Registration and District Administration. • Work closely with the Director of Instructional Support in the formation of strategic plans for outreach. • Assist in developing the tools/skills to recruit and train translators. • Other responsibilities as needed. 	