



JOB DESCRIPTION

Job Title	Bilingual Education Assistant
Department	PreK-12 Schools
Reports To	Building Principal
Classification	Hourly Classified
Location	
Salary	On schedule
Length of Contract	On Schedule

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Bilingual Education Assistant provides bilingual assistance in the instruction and assessment of Limited English Proficient (LEP) students under the guidance of the EL teacher and core content teacher. The Bilingual Education Assistant helps promote effective communications and understanding between the school and the students' home.

Essential Job Functions

- Introduces and interprets concepts and vocabulary in content areas so that students can understand and work independently.
- Serves as interpreter and translator between the school and the target family in their native language.
- Serves as interpreter, translator, and resource person for school staff.
- Collaborates with classroom teachers on curriculum and instruction matters. Helps develop materials, such as study guides or learning aids.
- Conducts instructional exercises created by the teacher with individual students and small groups.
- Assists students with a variety of subjects and needs.
- May translate documents for staff, students, and families.
- Assists District teachers with classroom management.
- Attends conferences or other meetings with families to assist with communication.
- Takes notes in the classroom for English learners.
- Assists staff and students with a variety of assessments and tests.
- Attends various family/staff meetings to provide interpretation for families.
- May accompany staff on home visits.

Ancillary Job Functions

- Participates in team building and district meetings/training.
- May be required to travel to other schools.
- May assist students with basic personal care.
- Accompanies classes on field trips when appropriate.
- Assists with the supervision of students during non-instructional times, e.g. recess, lunch, before school, after school.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED
- Demonstrated extensive experience in interpreting and translating fluently in both English and the targeted second language.
- Must meet Every Student Succeeds Act standard for certification.
- Must meet District standards for language proficiency.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree
- Literacy in both English and the targeted second language.
- NCI certified or must obtain certifications as soon as practical after hire.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to work cooperatively and effectively with administrators, teachers, support staff, parents, and students.
- Ability to speak, read, and interpret the English language and school curriculum for those who have English as a second language.
- Knowledge of the linguistic and cultural differences which may affect limited English proficient students and their parents.
- Ability to demonstrate empathy for children and to maintain confidentiality.
- Must be able to work outside normal school hours.
- Ability to learn and understand new academic material.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom/school environment.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time and to stand/walk frequently.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.