

COMMUNITY LIAISON/BILINGUAL ASSISTANT

DEFINITION:

Under daily direction of a classroom Teacher and general supervision of the school Principal or designee, provides classroom bilingual instructional assistance for students who speak limited or no English in addition to coordinating after school homework club; establishes and maintains effective home-school relationships; serves the school as a written translator and oral interpreter; assists school staff and families in identifying and meeting student needs in health, welfare and academics; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This class is distinguished from Community Liaison in that the Community Liaison- Bilingual Assistant class has more direct involvement with students in classroom situations, while the Community Liaison class has a great deal more interaction with community based organizations and municipal agencies. The Community Liaison- Bilingual Assistant class is distinguished from the Instructional Aide-Bilingual class by having more involvement with identifying and meeting student needs in health and welfare as well as academics and in working with parents, attending parent meetings and translating materials for the school office staff.

EXAMPLES OF DUTIES:

Tutors, monitors, assists students having non or limited English communication skills in educational activities in a variety of subject areas utilizing a variety of approved instructional materials and providing primary language support, when appropriate, to assist the student(s) with understanding overall concepts to better access the core curriculum in individual and group settings within the classroom or in pull out sessions according to instruction/guidance of certificated staff; *E*

Coordinates the after school homework club; *E*

Assists in the preparation and scheduling of evening parent education meetings, parent conferences, and student field trips, attending as necessary, often after regular school hours and/or weekends; *E*

Orally communicates with limited English speaking parents by phone and/or home visits, day and evening, regarding student academic, attendance or health related issues; *E*

Frequently called upon to use bilingual skills in various contacts with parents and others in the school environment and attends a variety of meetings to serve as an interpreter , i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; *E*

Maintains current information to make referrals regarding available resources within the community; *E*

E denotes an essential function of the job.

Translates written communication from the school utilizing word processing programs; *E*

Makes arrangements for and keeps records of meetings related to the English Learner program held at various times throughout the year;

Operates a variety of office equipment.

SUPERVISION:

Receives general supervision from the school Principal or designee, when assigned to classroom duties receives daily direction from the classroom Teacher. English Learner program direction is received from the EL Program Coordinator.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, practices and terminology used in instructional situations;

General needs and behaviors of children;

Community agencies which serve the needs of students and families;

Excellent reading, writing and speaking skills in English and a second language;

Basic math, up to and including algebra and a general knowledge of the sciences;

Modern office equipment and procedures, including the operation of personal computers and word processing software;

Simple record keeping.

Ability to:

Read, write and serve as an interpreter and translator in English and a second language;

Apply skills, knowledge and abilities in bilingual classroom and general school environments;

Use initiative in recognizing students' academic and social needs and developing techniques, resources and materials to meet such needs;

Learn and apply District and School policies and procedures;

Determine and retain privileged communications;

Operate various office equipment, including personal computers and word processing software;

Establish and maintain effective working relationships;

Work independently;

Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE:

Graduation from high school and pass the Instructional Assistant Competency exam and formal education in a language other than English is required. Paid or volunteer experience working with and/or translating for children, adults and service organizations and experience involving supervision of children's activities is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits; occasionally stoops, bends, and safely lifts, carries, and/or pushes up to 25 lbs; frequently uses arms, hands and fingers on both hands. Communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment. Works inside; has direct contact with students, parents and district staff and is frequently exposed to minor contagious illnesses and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor.

LICENSE REQUIRED:

May be required to possess a valid and appropriate California Driver License.

Revised 5/96, 4/04

Revisions effective 12/13/07