



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



PARENT LIAISON INSTRUCTIONAL ASSISTANT - BILINGUAL

JOB SUMMARY:

Under direction of certificated staff and general supervision of the site administrator or designee, provides classroom bilingual instructional assistance for students who speak limited or no English in addition to coordinating student/parent support programs; 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.

CLASS CHARACTERISTICS:

This class is distinguished from Community Liaison - Bilingual in that the Parent Liaison Instructional Assistant - Bilingual class has more direct involvement with students in classroom situations, while the Community Liaison – Bilingual class has a great deal more interaction with community based organizations and municipal agencies. The Parent Liaison Instructional Assistant - Bilingual 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.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Tutor, monitor, and assist English learners in educational activities in a variety of subject areas utilizing a variety of approved instructional materials;

Provide 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**

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

Coordinate student/parent support programs as assigned, i.e. after school homework clubs, parent education meetings;

Assist in the preparation and scheduling of parent education meetings, parent conferences, and special events, attending as necessary; **E**

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

May proctor, administer and score the state’s English language student assessment according to established guidelines;

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

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

Assist the site administrator or designated staff in coordinating and maintaining records for meetings related to the English Learner program throughout the year;

Operate a variety of office equipment;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Receives general supervision from the site administrator or designee. When assigned to classroom duties, receives direction from certificated staff. English Learner program direction is received from the Coordinator of Categorical Programs.

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;
- Reading, writing and speaking skills in English and the designated second language;
- Regular classroom subjects including language arts, reading, mathematics and other;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Basic record keeping.
- Written and oral communication principles and practices;
- Communicate and demonstrate respect effectively while interacting with students and families from varying cultures.

Ability to:

- Read, write and serve as an interpreter and translator in English and the designated second language;
- Communicate effectively both orally and in writing with a wide range of people including school personnel and parents; 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;
- Maintain confidentiality of sensitive and privileged information;
- Operate various office equipment, including data and word processing equipment and software programs;
- Establish and maintain effective working relationships;
- Work independently, understand and carry out instructions;;
- Work cooperatively in a team environment and effectively with others of diverse cultures and backgrounds;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

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- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is desirable;
- College level intermediate coursework (200 level or higher) in the designated second language is highly desirable.

Experience:

- Paid or volunteer experience working with and/or translating for children, adults and service organizations is desirable.
- Prior paid or volunteer experience involving supervision of children's activities is desirable.

LICENSES REQUIRED:

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

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/96, 4/04

Revisions effective 12/13/07

Revisions effective 9/12/13

Job Description Review and Revisions Effective: 7/9/15