

<b>Job title</b>	<i>Bilingual Instructional Assistant</i>
<b>Reports to</b>	<i>Assistant Principal of Student Services</i>

### **Job purpose**

The Bilingual Instructional Assistant will provide educational support to licensed staff providing instruction to individual or small groups of students in a classroom or other learning environment; translate orally and in writing for teachers, administrators, students and parents; as well as prepare instructional materials as directed. The Bilingual Instructional Assistant is expected to establish and maintain effective, appropriate working relationships with students, parents, and staff. The position calls upon the assistant to exercise initiative, independent judgment, and discretion in performance of duties.

### **Duties and Responsibilities**

- Assist in the preparation and delivery of the educational curriculum under the supervision of, and as directed by the assigned certified staff member.
- Assist in the direct supervisor of students under the supervision of, and as directed by the assigned certified staff member.
- Communicate with students in English and a designated second language to facilitate instructional processes; provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate or write notes, letters and other materials.
- Communicate effectively with special education teacher information to help facilitate the IEP goals of the student.
- Demonstrate cooperation, openness for growth and willingness to contribute to a team approach to the educational program.
- Establish and maintain effective relationships with students and staff.
- Organize and care for classroom equipment and materials.
- Follow the ILP to help students obtain proficiency in the English language.
- Participate in general staff meetings, training programs and in-service sessions as required.
- Read, write, translate and interpret English and a designated second language.
- Responsible for any data collection facilitating accommodations, translation/interpretation of information, etc., as required by classroom teachers.
- Work within the regular education curriculum assisting students in accessing the curriculum
- May be called on to translate for school/community meetings and other school related events
- Models nondiscriminatory practices in all activities.

\*Other duties as assigned

### **Qualifications & Skills**

- Meet the state requirements for Educator license with stipulations endorsed for paraprofessionals
- Bilingualism, interpreting skills, or other licenses directly related to the specific assignment.
- Ability to read, write and communicate in English to understand directions and communicate with students, staff and parents.
- Experience working with students of all abilities (preferred)
- Ability to physically move about the building.

- Ability to lift and position students (30-80 pounds) if assigned to a classroom with such requirements.
- Ability to make minor decisions with minimal supervision in accordance with established procedures.
- Ability to substitute as a classroom assistant/1:1 aide as needed
- Ability to participate in approved behavior management procedures

**Physical requirements**

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	