

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: BILINGUAL INSTRUCTIONAL ASSISTANT

TYPE: Classified

REPORTS TO: Building Principal

POSITION SUMMARY:

The primary purpose of this position is to provide teachers with instructional support for ELL students. Responsibilities will include various activities, including complicated tasks involving practice/remedial support plans for ELL students under direct teacher and/or ELL teacher supervision. Assigned tasks may include working with individuals or groups in a regular classroom and/or special education settings. Duties may also include translation, interpretation, and general language support for students learning English as a second language. Support for parents/guardians (translation and interpretation) is also expected. The ELL Coordinator shall direct the activities and responsibilities of the Bilingual Instructional Assistant.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Be at least 18 years of age.
3. Criminal history clearance.
4. Have a standard of moral character as required of teachers.
5. Oral and written skills in targeted language(s) as verified through formal state or local assessments.

ESSENTIAL FUNCTIONS:

1. Assists the designated teacher(s) with individual and group supervision and behavior management of students.
2. Assists in practice/remedial support for designated students under the direct supervision of the direct teacher and/or ELL teacher.
3. Observes, collects data, and records student progress.
4. Assists with individual student testing, including, but not limited to, assessing for native language fluency and English language fluency.
5. Assists in communication and interpretation of IEP meetings and conferences as directed by the program (ELL) coordinator.
6. Participates in district classified assistant staff development program activities.
7. Translates district and/or school written material into the appropriate language(s) as directed by the (ELL) coordinator.
8. Assists parents and community members, including language translation and interpretation as needed.
9. Transports students in district vehicles for class-related activities.
10. Demonstrate proficiency, fluency, knowledge of, and the ability to provide accurate translations from a language other than English into English and from English into another language other than English.
11. Participate in interpreting and translating trainings.
12. Maintains a professional relationship with the students, families and staff.
13. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff. Communication may be in multiple languages as needed.
14. Frequent and prolonged talking/hearing conversations.

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Work is almost exclusively indoors.
3. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or designated First Aid Provider.
4. Instructional/clerical support and student control.
5. Media Center or computer laboratory support.
6. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 180 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

| In an 8 hour workday, this job requires: | | | | | |
|---|---------------------------|------------------|------------------------|---|---|
| R - Rarely | (Less than .5 hr per day) | O - Occasionally | (.5 - 2.5 hrs per day) | | |
| F - Frequently | (2.5 - 5.5 hrs per day) | C - Continually | (5.5 - 8 hrs per day) | | |
| NA - Not Applicable | | | | | |
| Physical Requirements | NA | R | O | F | C |
| Sitting | | | | X | |
| Stationary standing | | X | | | |
| Walking (level surface) | | | X | | |
| Walking (uneven surface) | | X | | | |
| Crawling | X | | | | |
| Crouching (bend at knees) | | X | | | |
| Stooping (bend at waist) | | X | | | |
| Twisting (knees/waist/neck) | | | X | | |
| Turn/pivot | | | X | | |
| Climbing (stairs) | X | | | | |
| Climbing (ladder) | X | | | | |
| Reaching overhead | | X | | | |
| Reaching extension | | | X | | |
| Repetitive use arms | | | | X | |
| Repetitive use wrists | | | | X | |
| Repetitive use hands grasping | | | | X | |
| Repetitive use hands squeezing | | | X | | |
| Fine manipulation | | | X | | |
| Using foot control | X | | | | |
| *Pushing/Pulling Maximum weight: <u>30 lbs.</u> | | X | | | |
| *Lifting/Carrying Maximum weight: <u>20 lbs.</u> | | X | | | |

* Identify items typically moved: Books, boxes of paper, supplies, carts, file drawers