



## LOWELL JOINT SCHOOL DISTRICT

### BILINGUAL INSTRUCTIONAL ASSISTANT-PARENT LIAISON (SPANISH)

Classified Salary Schedule  
Range 14

#### **JOB SUMMARY:**

Under the direction of the Principal, assists teachers engaged in education programs with non-English proficient and limited English proficient students individually or in small groups, in a classroom or other learning environment; assists in the modification of instructional support materials and perform clerical duties as assigned; plan and assist in parent education activities; translate for parents and teachers as required.

#### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from other Instructional Assistant classifications in that the primary responsibility is working one-on-one with a designated student.

#### **ESSENTIAL FUNCTIONS:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction and following up on specific language, spelling, reading, math, and other subject activities as directed.
- Assist with instruction and developing course of study and homework in English.
- Participate in and provide oral and written translation in telephone calls and other District communications with limited or non-English speaking students, parents, and family members; assist with parent-teacher conferences as assigned.
- Communicate with students in English and Spanish on a limited basis to facilitate the instructional process.
- Prepare, administer, score and record tests and papers as directed, including proficiency placement tests; maintain student records and files as directed; assist students in reviewing homework assignments and test results.
- Perform a variety of clerical duties such as recording test scores, assembling materials, and preparing individual profile cards.
- Maintain classroom or learning facility in a clean and orderly condition.
- Attend school functions and in-service training related to bilingual curriculum or student-related activities.
- Serve as a liaison between the school and school community to assist in fostering a climate of understanding and cooperation; communicate with school principals to meet programmatic needs and monitor participation in school programs.
- Assist a newcomer student by providing primary language assistance as needed.
- Meet with students and parents regarding student needs; inform, advise, or direct students and parents on solving school related problems; refer families and students to community resources and school administrators when necessary.
- Communicate with parents regarding various student problems, attendance and parental responsibilities in assisting children to obtain success in school; encourage parents to attend and participate in school and parent activities.
- Plan and assist in parent education activities.
- Translate and interpret materials and school and District policies, programs, and activities for parents, school personnel, students, and others as requested; translate during parent conferences and other meetings.
- Perform other related duties as assigned.

## **QUALIFICATION GUIDELINES:**

### **Knowledge of:**

- Community interest, concerns, and attitudes relative to educational programs of the District
- Procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems issues, and concerns
- Correct English usage, annunciation, spelling, grammar, and vocabulary.
- Basic methods of instruction including arithmetic
- Motivational and promotional techniques
- Routine record management, storage, and retrieval systems and office practices and procedures
- Operation of instructional and standard office equipment and basic computer skills
- Interpersonal skills using tact, patience, and courtesy

### **Ability to:**

- Serve as a liaison between parents, students, and the community
- Provide information regarding school or District programs, procedures, activities, rules, and regulations
- Provide translations or interpretation services for limited and non-English speaking parents
- Understand and communicate with children and adults of different racial and cultural backgrounds
- Provide creative and innovative liaison services to the educational community
- Communicate clearly and concisely in oral, written, and electronic form
- Be resourceful and work in a self-directed manner
- Work confidentially with discretion and independently with little supervision
- Establish and maintain cooperative and effective working relationships with staff, students and community
- Meet schedules and timelines
- Read, write, speak (fluently) English and Spanish
- Read, interpret, apply and explain rules, regulations, policies, and procedures
- Perform clerical duties; establish and maintain effective record keeping procedures.
- Lift and/or move items weighing up to 50 pounds.

### **Education/Training/Experience:**

Graduation from high school or its equivalent. Must meet one of the following qualifications as defined by the NCLB Act (SB1405): (1) AA degree or higher; (2) completion of at least 48 units of course work at an institution of higher education; (3) successfully pass the District's local assessment test. At least one year experience in working with children or youth groups. Must demonstrate proficiency in speaking, reading, and writing English and Spanish.

## **PHYSICAL STANDARDS AND WORKING CONDITIONS:**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

### **Physical Demands:**

The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/student assignment, the employee may occasionally lift, push, pull, and/or move up to 50 pounds. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required. Physical demands may also increase due to recreational program assignment where the employee may engage in recreational activities with students.

**Mental Demands:**

Employee must be able to comprehend and follow written and oral instructions; interpret policies and procedures; and interact cooperatively with District staff, parents, and the general public.

**Work Environment:**

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments, and on or near student playground equipment. The employee's primary responsibility is working with students in any of the various classifications such as bilingual and regular instructional assistants in a classroom and/or instructional environment. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate.

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*

**WORK PERIOD:**

10 months per year, 5 days per week, 6.25 hours per day