

BILINGUAL INSTRUCTIONAL ASSISTANT

QUALIFICATIONS

A. REQUIRED

- High School diploma or GED **and**;
- An Associate's or higher degree **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on a skills assessment (ParaPro, ACT Workkeys, or Master Teacher's ParaEducator PD Now!)
- Fluency in speaking, reading and writing in desired/needed language
- Passing score on bilingual skills test (if available)

B. DESIRED

- Previous experience working with school-aged children

SUMMARY

Provides special assistance and cultural aspects of the education system to bilingual students in the academic field

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Serves as teacher-parent-student liaison as needed; becomes acquainted with parents to provide effective school-home liaison, which may require some travel
- Becomes knowledgeable about bilingual/bicultural materials and methods and assists teachers with use of materials and techniques
- Demonstrates skill in the preparation of materials in order to establish better communication with the student
- Uses knowledge of cultural and language specific information in Spanish, Native American language (e.g., Yaqui, Navajo, Tohono O'odham, Hopi, Apache, Pima), Vietnamese or other desired/needed language to assist with instruction of students
- Provides the teacher with visual feedback on students' performance, when necessary (e.g. paperwork, homework)
- Assists with extracurricular activities, when required
- Attends all required in-service workshops, committee meetings, activities, conferences and conventions, as requested
- Assists with required cultural presentations and demonstrations
- Meets with teachers to discuss problems, progress, and alternatives concerning bilingual students' academic and social situations on a regular basis
- Prepares necessary records and reports for evaluation of student progress
- Exhibits patience, courtesy and tact in dealing with others
- Promotes and supports District wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Familiarity with bilingual/bicultural instructional materials and methods
- Performs other related duties as assigned



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MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate effectively, both orally and in writing
- Ability to perform functions from written and oral instructions
- Ability to sit for extended periods of time
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to reach, stoop, twist, bend and carry up to 20 pounds
- Ability to operate digital office and classroom equipment