

BUENA PARK SCHOOL DISTRICT

BILINGUAL SERVICES PROVIDER

DEFINITION:

Under general supervision of the principal, to administer assessments to LEP students; to maintain all necessary LEP files; to perform a variety of bilingual/bicultural clerical and instructional activities; to serve as an interpreter for community members with a limited English speaking ability; and to do other duties as assigned.

EXAMPLES OF DUTIES:

Administers and scores criterion referenced test and tests to determine student language proficiency; develops and maintains student records and files; provides translation and interpretative services pertaining to both oral and written communication, which include participation in confidential and sensitive conferences with school community members; participates in home visitation activities to ensure appropriate communication, and to assist parents and other educational community members in their awareness of youth and community service agencies and groups; performs follow-up functions and activities in resolving student attendance, welfare and other child related problems; requisitions, stores, distributes and maintains an inventory of educational materials, supplies and equipment; develops and assists in the development of specialized records and files; assists instructional personnel in the implementation of individual educational plans for students experiencing bilingual/bicultural instructional needs; tutors individuals and small groups of students to reinforce and follow up learning activities; assists in the planning, organization and coordination of advisory committee functions and activities; administers routine first aid and determines the need to seek assistance for students with non-routine illness or injury; to perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Appropriate English usage, punctuation, spelling, grammar, and second language usage; routine record storage, retrieval and management procedures; instructional strategies utilized with students involved with bilingual/bicultural instructional problems; procedures, methods, techniques and strategies utilized in the development of school and community liaison processes; procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns; basic arithmetical concepts.

Ability to:

Speak, read and write English, Spanish or other languages as required by the assignment; serve as an appropriate English speaking model; understand and carry out oral and written directions; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment; interpret, understand and follow specific student educational plans and courses of study; establish and maintain cooperative educational school and community relationships; provide liaison services to the school community; ability to perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE:

One year of paid or volunteer experience working with students experiencing language deficiencies.

EDUCATION:

Equivalent to the completion of the twelfth grade, with coursework or training in child growth and development, instructional technology, or bilingual/bicultural instructional processes.

CERTIFICATE REQUIREMENT:

Must obtain within six (6) months of employment a first aid certificate issued by the American Red Cross.

Revised November 2008 (Job Title Only)