

BILINGUAL SPECIALIST

Purpose Statement

The job of Bilingual Specialist was established for the purpose/s of facilitating successful transitions for English Language Learning (ELL) families; providing for student and family translating needs; partnering with community organizations/agencies to offer English language activities and increase exposure to the English language, including literacy, for ELL families; and assessing students and assisting with their instructional needs.

This job is distinguished from similar jobs by the following characteristics: This position requires proficient literacy in Spanish and English.

This job reports to Director of Teaching and Learning

Essential Functions

- Acts as a liaison between English Language Learning (ELL) program participants and various internal and external parties (e.g. district and school personnel, parents, students, community organizations, public and government agencies, etc.) for the purpose of providing interpretation and referral services.
- Assists ELL students and parents with a variety of processes/activities (e.g. student registration, parent enrollment in various skill development courses, applications for services, transportation, interpreting technical information, school-related activities/recreation, etc.) for the purpose of ensuring students and parents receive appropriate program services.
- Collaborates with a variety of internal and external stakeholders (e.g. district and school personnel, parents, students, community organizations, public and government agencies, etc.) for the purpose of delivering services to ELL students and families in conformance with established guidelines.
- Develops and maintains partnerships with community agencies (e.g. Department of Family Services (DFS), other social service and community health organizations, local churches, Head Start, Even Start, etc.) for the purpose of ensuring that the needs of ELL students and families are serviced in a consistent, caring, and professional manner.
- Maintains a variety of manual and electronic materials (e.g. instructional, student files/records, daily progress charts, required reports, Title III identification process, etc.) for the purpose of providing reliable, up-to-date reference and documentation in compliance with government regulations and district requirements.
- Monitors each student's growth assessment for two years after student leaves the program (e.g. language independence and comfort level, etc.) for the purpose of ensuring a successful and positive transition into K-12 education.
- Participates in home visits (e.g. enrolling students, interviewing parents, providing information, etc.) for the purpose of acting as an interpreter to ensure parents understand the services available to their families through the district and in the community.
- Plans and facilitates a variety of activities for ELL students and families (e.g. administering/scoring language assessments, Title III testing, education-based, family literacy, referrals to community organizations/agencies for services, etc.) for the purpose of reinforcing English language objectives to help ensure each student's success in school and/or each families' transition into the community.
- Prepares written materials (e.g. registration, activity logs, phone logs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries in English and target language (usually Spanish) for the purpose of providing information, facilitating communication among parties, and/or providing direction.
- Translates oral and written communications (e.g. IEP meetings, etc.) for the purpose of facilitating communication between students, parents, teachers and other district employees.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; fluency (written and oral) in Spanish and English; administration and scoring of language assessments; and cultural competence.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; stages of child development; literacy in Spanish and English (oral and written); cultural awareness; family literacy components and strategies for implementing family literacy activities; and knowledge of community agencies services and processes.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; planning and managing activities; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

7/8/2011

Salary Grade

Exempt 65X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____