



## **BILINGUAL EVALUATION ASSISTANT**

### **DEFINITION**

"**Bilingual-cross-cultural evaluation assistant**" means an assistant fluent in **both** English and the primary language of the pupil or pupils of limited English proficiency enrolled in the District and who can evaluate cultural and ethnic factors. Assistant will assess the primary language proficiency of the limited English proficient students and also provide oral and written translation for school-home communications, may also serve in a liaison capacity between the school and the limited English proficient community to secure bilingual parent involvement and understanding of school progress and objectives and perform related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrator of Bilingual Education. May receive technical or functional supervision from a certificated instructor, or other certificated personnel. Exercises no supervision.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Assist in the preparation of testing materials and aids to be used in testing the English and/or primary language proficiency of limited English proficient students in classrooms or individual situations.
- Translate for assigned teachers, students and parents on the phone, in parent conferences and at other times as required.
- Assist in administering and scoring of tests under the guidance of the instructor.
- Maintain records on students' test scores under the guidance of the instructor.
- Assist the teacher with supervision of children in testing situations.
- Perform a variety of general clerical tasks including assisting in the preparation of copies.
- Assist in formulation or community involvement program for school site.
- May visit homes of limited English proficient students on referrals by teachers, parents and administrators.
- Assist the site administrator with setting up projects to enhance and encourage bilingual parent involvement.
- Maintain test records and prepare bilingual reports.
- Perform a variety of related clerical duties.
- Effective communication skills in English and the primary language, both oral and written.

## **QUALIFICATIONS**

### **Knowledge of:**

- Correct English usage including vocabulary, spelling, grammar and punctuation.
- Correct usage of second language.
- Testing techniques and tests.
- Problems and concerns of limited English proficient families in the community.
- Community service agencies and resources.
- Methods and procedures used in standard record keeping.

### **Ability to:**

- Follow teachers' direction when working with a group and/or individual students.
- Assist the teachers with translating instructions and other oral communications for parents, students and teachers.
- Establish and maintain cooperative working relationships with teachers, students, and others contacted in the course of work.
- Understand and carry out oral and written directions.
- Assist the teacher with the preparation and maintenance of accurate up-to-date records, files, and other documentation and perform a variety of other general clerical tasks.
- Learn the basic principles of administering and scoring tests.
- Physical capability sufficient to perform job task.

### **Experience and Education**

Any combination of education, training and experience equivalent to completion of the twelfth grade.

### **NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS**

- High school graduation or GED
- Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

### **Certificates**

Bilingual Fluency Test.

### **Salary Placement:**

CSEA 318

Incremental Salary Schedule

209-work days