

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## JOB DESCRIPTION

### **CLASSIFIED PERSONNEL**

**JD4200.1**

### **BILINGUAL SCHOOL/COMMUNITY SUPPORT SERVICES ASSISTANT**

#### **Definition**

Under general supervision, provides direct support services to identified students; completes assessments, reports, and records related thereto; and performs other related work as required.

#### **Responsible to:**

Director of State and Federal Programs or Principal

#### **Examples of Duties**

1. Conduct language and placement assessments of students.
2. Assist and support the State and Federal Programs office in assessing English Language Learners in both English and Spanish.
3. Research and report language assessment data for incoming students.
4. Record student language assessment data.
5. Provide assistance and instructional support to students using primary language.
6. Provide oral interpretation for school personnel as needed which requires the ability to read, write and speak both English and Spanish fluently.
7. Provide written translation for school personnel as other job duties permit.
8. Provide direct supplemental services to identified categorically funded students.
9. Facilitate group meetings with parents.
10. Perform other related duties as may be assigned.

#### **Qualifications Guide**

##### **Knowledge of:**

1. Correct English and Spanish usage, punctuation, spelling, and grammar.
2. General concepts of child growth and development and child behavior characteristics.
3. Routine record keeping.
4. Operation of computer and general office equipment.
5. Efficient data processing techniques.
6. Basic arithmetical concepts.
7. Public education goals and objectives.

##### **Ability to:**

1. Speak, read, write, and communicate effectively in English and Spanish.
2. Conduct and score language assessments accurately and efficiently.
3. Provide written and oral English and Spanish language translations as needed.
4. Assume responsibility for assisting in the supervision of students.
5. Be understanding, patient, positive and receptive toward students and parents.
6. Perform routine record keeping and prepare reports and correspondence as needed.
7. Understand and carry out written and verbal directions.
8. Learn and utilize basic methods and procedures to be followed.

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9. Maintain cooperative working relationships with staff, students, parents and the general public.
10. Maintain confidential information.

### **Training, Education and Experience**

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification.
3. Experience working with diverse groups and cultures.
4. One year of paid or volunteer experience working with children in an educational or childcare setting is highly desirable; coursework in childcare, supervision, psychology, or guidance; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

### **Licenses and Transportation**

Employees must be able to provide their own transportation to and from field assignments. Employees must possess a valid California Drivers License and ability to qualify for District vehicle insurance coverage. Any employee required to perform duties requiring travel shall be reimbursed for necessary and reasonable expenses as authorized by the District.

Adopted: November 06, 1989

Revised: August 06, 1990

Revised: February 22, 2011