

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6120
Pay Grade: D05

FLSA: Non-Exempt

BILINGUAL ASSISTANT I

MAJOR FUNCTION:

Performs instructional support work in second language to non-English speaking students in all academic areas correlating foreign language materials with existing curriculum. Instructs students in English; implements goals and objectives established by certified teacher and works directly with children to that end. Work is performed under direct supervision and reviewed in progress and upon completion.

DUTIES AND RESPONSIBILITIES:

- Assists in administration of one culture program per year; instructs non-English speaking students in second language in all academic areas; instructs in English in academic areas.
- Administers program tests to students; teaches handwriting; completes separate report cards.
- Assists in parent conferences; serves as a tutor to students in designated academic areas.
- Carries out clerical duties related to classroom teaching; prepares planned instructional materials, attendance reports, class reports; collects and accounts for monies; checks objective tests papers; maintains supplies and equipment for classroom use.
- Requisitions and operates audiovisual equipment for classroom use; monitors classes; files records and materials.
- Escorts children to classes or specialized functions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED; proficiency in English and designated second language and some clerical experience or an equivalent combination of training and experience. Must pass proficiency test (speaking and comprehension) in second language.

Bilingual Assistant I's hired after January 8, 2002, that work in an instructional capacity at a Title I school must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness). By January 8, 2006, all Bilingual Assistant I's under Title I must meet the above requirement.

ISSUED: 12/79 SSN; BOARD APPROVED: 10/14/81; FORMAT REVISED: 3/88; REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; SAL SCH CHNG; BOARD APPROVED: 8/26/97; MQ'S REVISED: 5/03 AK; BOARD APPROVED: 6/17/03; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

BILINGUAL ASSISTANT I

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				