

ADMINISTRATIVE ASSISTANT I – BILINGUAL

Classification: Administrative – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This addendum embraces all the duties, responsibilities, and qualifications of the assigned instructional assistant job description with the added bilingual responsibilities and qualifications identified herein.

Part I: Position Summary (added):

While performing instructional duties in support of student and parents, the employee utilizes bilingual skills to translate and interpret in the designated language(s) to and from English.

Part III: Major Duties and Responsibilities (added):

Duties include providing proficient and accurate translation and interpreting while:

1. Serve as a liaison between the school (administration, teachers, etc.) and the general public, for non-English speaking families and students.
2. Provide guidance to families who are culturally unaccustomed to the inclusive nature of the school, by assisting parents with approaching teachers, gaining access to the principal, how to volunteer and participate, and to learn more about academic options for students.
3. Communicating, verbally or in writing, on behalf of the teacher or administrator with parents and guardians of students.
4. Interpreting verbal and/or written communications from parents.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Meets the District assessment of bilingual skills in the required language(s).

- Is proficient and accurate in the English language and is able to properly articulate and model the English language.