

PARAEDUCATOR II - BILINGUAL ADDENDUM

Classification: Instructional – 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. Assisting English Language Learners in instructional and student supervision processes.
2. Communicating, verbally or in writing, on behalf of the teacher or administrator with parents and guardians of students.
3. Interpreting 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.
- Being a licensed or certified translator/interpreter is desired but not required.

- Meets District and/or ESD certification requirements to translate and interpret. Must participate in required training.