

# CARDIFF SCHOOL DISTRICT BILINGUAL ASSISTANT

## **DEFINITION:**

Under the direction of a Principal, performs a variety of clerical duties in support of an assigned school office; greets and assists students, parents and visitors; assists in assuring smooth and efficient office operations.

## **TYPICAL DUTIES:**

- Performs a variety of clerical duties in support of school office operations; answers phones and greets visitors; takes and relays messages; opens, sorts, and routes mail and other communications
- Prepares routine correspondence; types letters, reports, and other materials from drafts or oral instructions; proofreads and verifies accuracy and completeness of documents
- Participates in various attendance-related duties as assigned; contacts parents and guardians to verify absences; prepares and maintains attendance and absence reports and lists according to established procedures; issues readmit slips to students
- Provides outreach to parents/guardians of students identified as being chronically absent to provide academic and community resources
- Translates all parent communication as directed
- Serves as interpreter between parents and district organizations such as Cardiff SEA, School Site Council, and District English Language Advisory Committee and to school psychologist, speech therapist, and parent/teachers during parent conference week as assigned
- Provides school-related information to students, parents, staff, and the public; explains and enforces District and school policies and procedures; maintains confidentiality of materials and information
- Assists in the administration of home language survey
- Participates in student registration activities; assists parents with proper completion of forms;
- Inventories and orders office, classroom and school supplies, materials and equipment as assigned
- Inputs and updates data on a computer and generates lists and reports as required;
- Assists Health Office Assistant with administration of routine first aid to students and staff; dispenses medication according to physician instructions and District policy; notifies parents of ill or injured students as needed
- Provides outreach regarding various programs for specialized student groups as needed
- Operates a variety of office equipment including a copier, scanner, computer, and assigned software and applications
- Works under the direction of the site principal to update, complete, and monitor required documentation for EL students
- Works under the direction of the site principal and ELPAC Coordinator to act as a site ELPAC Examiner and fulfill the required duties of this position
- Other duties as assigned

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Modern office practices, procedures, and equipment
- Operation of a computer and assigned software
- Record-keeping techniques
- Telephone techniques and etiquette

- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Basic arithmetic
- Basic first aid

**Ability to:**

- Perform a variety of clerical duties in support of assigned school office
- Understand and follow oral and written directions
- Communicate effectively with students, parents, staff and administration
- Translate and interpret from English to Spanish and from Spanish to English concisely and accurately
- Learn, interpret and explain rules, regulations, policies, and procedures
- Maintain records and prepare reports
- Type 45 words per minute from clear copy
- Establish and maintain cooperative and effective working relationships with others
- Add, subtract, multiply, and divide quickly and accurately
- Meet schedules and timelines
- Prioritize and schedule work
- Operate a computer and assigned software, and a variety of office machines
- Complete work with many interruptions
- Compose correspondence independently
- Work collaboratively in a team environment

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, and/or experience which demonstrates the ability to perform the required duties. A typical qualifying background would include completion of high school or equivalent and two years of increasingly responsible clerical/office experience including translating written documents and providing simultaneous interpretations in Spanish and English, preferably within a school environment.

**LICENSES AND CERTIFICATES:**

Valid First Aid and CPR Certification issued by an authorized agency within six months of employment. Typing/keyboarding certificate at a net, corrected speed of 45 words per minute. A translator's certificate is preferred.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand, or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light objects.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.