



JOB DESCRIPTION

Job Title	Bilingual Education Assistant
Department	Multilingual Education Department
Reports To	Building Principal
Classification	Hourly Classified
Location	
Salary	On Schedule
Length of Contract	On Schedule

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Bilingual Education Assistants support multilingual students’ academic engagement and language development by drawing on students’ linguistic and cultural strengths. Working under the direction of licensed educators, they provide instructional support, facilitate communication, and help create inclusive learning environments that value students’ home languages and identities. Their work supports English language development aligned to WIDA English Language Development Standards while ensuring multilingual students and families have equitable access to learning and school information.

Essential Job Functions

- 1. Educational Assistant (Instructional Support) Duties:** These duties are instructional and student-focused and are performed under the supervision of licensed teaching staff:
 - Collaborate with the Multilingual Education Teacher to support instructional delivery and student language development within assigned roles and schedules.
 - Support multilingual students individually or in small groups during classroom instruction.
 - Reinforce teacher-led lessons by clarifying directions, modeling academic language, and supporting student participation.
 - Assist students with academic tasks while promoting independence and language growth.
 - Support implementation of instructional strategies aligned with WIDA ELD Standards.
 - Encourage the use of students’ home languages as assets when appropriate to support comprehension and learning.
 - Assist teachers with classroom organization, materials preparation, and instructional activities.
 - Observe and share relevant student progress information with licensed staff.
 - Support culturally and linguistically responsive classroom practices that foster belonging and engagement.

2. **Translation and Interpretation Duties:** These duties focus on communication access and are distinct from instructional responsibilities:
 - Provide oral interpretation between school staff and families during conferences, meetings, and school events, as assigned.
 - Provide written translation of school communications (e.g., letters, forms, notices) as directed.
 - Interpret accurately and neutrally, maintaining confidentiality and professionalism.
 - Support clear, respectful communication between families and schools without adding instructional or personal opinions.
 - Follow district guidelines regarding the appropriate use of interpreters and translators.

3. **Collaboration and Family Engagement Duties**
 - Support multilingual families in understanding school routines, expectations, and opportunities.
 - Assist ML teachers and school staff in building welcoming and culturally and linguistically responsive school environments.
 - Connect families to school events and resources as directed by licensed staff.

Ancillary Job Functions

- Participate in team building and district meetings and training.
- May be required to travel to other schools or participate in home visits.
- May accompany classes on field trips when appropriate.
- Perform other related duties as assigned.

<p>Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.</p>
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- High school diploma or equivalent.
- Demonstrated proficiency in English and at least one additional language relevant to the school community.
- Experience working with children in an educational or community setting.
- Strong interpersonal, organizational, and communication skills.

<p>Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.</p>
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- Post-secondary coursework in education or a related field.
- Training or experience in interpretation and/or translation.
- Familiarity with culturally responsive practices and multilingual education principles.

<p>Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.</p>

- Ability to work collaboratively with teachers, administrators, and families.
- Respect for linguistic and cultural diversity.

- Ability to follow instructional plans and district procedures.
- Demonstrates patience, flexibility, and professionalism.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Typical office/classroom environment with moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time and to stand/walk frequently.
- Ability to talk, hear, grasp, reach, and perform repetitive hand/wrist movements.
- Must remain free of alcohol or illegal substances in the workplace (Policy 4122.01)