



# Greater Albany Public Schools

## Bilingual Assistant

**Salary Level:** See current CBA

**Reports to:** Principal

**Work Calendar:** 183 days (non ELD), 184 days (ELD)

**Classification:** Classified

**Location:** Varies

**Shift:** Varies

### **Position Description**

This position will be assisting bilingual students within the regular instructional program under direct teacher supervision. Performs a variety of tasks assisting a teacher in the development of an instructional program by working with students individually or in small groups. Prepares instructional materials, maintains classroom discipline, and conducts planned activities using teacher designated methods and materials. In addition, provides assistance for the physically and mentally disabled learning disabled, emotionally disturbed, etc

### **Responsibilities:**

In addition to the qualifications listed in the section above assistants providing translation services must have demonstrated proficiency and fluency, knowledge of and the ability to provide accurate translations from Spanish into English and from English into Spanish.

- Strongly prefer knowledge and experience working with bilingual students in learning English and in understanding classroom materials in English.
- Able to interpret in Spanish for meetings.
- Willing to receive additional training on interpreting, translating, and tutoring skills.
- Assists the designated teacher(s) with individual and group supervision and behavior management of students.
- Assists in developing and carrying out individual programs of supplemental practice and support for designated students, under direct supervision of the teacher, on topics provided by the licensed teacher.
- Observes, collects data, and records student progress. Assists with individual student testing.
- Communicate effectively (both orally and in writing) with students, parents, and staff.
- Responsible for materials preparation, record keeping and clerical work..
- Work as a team member and contribute in a positive manner to the relationships within the school community.
- Must have good computer word processing skills.
- May occasionally work irregular hours for events such as meetings and parent conferences.
- May provides for physical needs of special needs students by feeding, diapering, toileting and the like.
- May assist with medically frail students
- Supervises setting up and clean-up before and after activities.
- Prepares and organizes instructional materials as directed.
- Organizational ability, close attention to detail, appropriate handling of confidential information.

### **Additional Responsibilities:**

- Other job duties as required

### **Minimum Requirements:**

- High School Diploma or equivalency
- Vetted through district process

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job requires the following physical demands: some lifting of file boxes weighing up to 20 pounds, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing This job is performed in a generally clean and healthy environment.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

**Job Safety:**

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

**Anti-Discrimination Policy and Commitment to Diversity:**

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

**CANDIDATE STATEMENT:** "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date