

# **DELANO UNION SCHOOL DISTRICT**

## **Communication Aide - Bilingual/Bicultural**

### **Brief Description of Job**

Under general supervision, to perform a variety of bilingual instructional activities; to perform a variety of supportive tasks and follow-up activities; to serve as an interpreter for parents and community members with a limited English speaking ability; and to do other related work as required.

### **Administrative Relationship**

Works under the supervision of the Coordinator of Special Education or Certificated designee.

### **Major Duties and Responsibilities**

Assists instructional personnel in the implementation of individual educational plans for students experiencing bilingual instructional needs; tutors individuals and small groups of students to reinforce and follow up learning activities; assists students in the development of appropriate social behaviors; performs a variety of behavior management and behavior shaping functions; develops and assists in the development of specialized instructional materials; operates and assists students in the operation of variety of instructional media machines and equipment; assists in the development and maintenance of student records and files; requisitions, stores, distributes, and maintains an inventory of educational materials, supplies, and equipment, assists in the development and maintenance of learning environment appropriate to the special instructional requirements of students; administers routine first aid and determines the need to seek assistance for students with nonroutine illness or injury; uses a second language and provides cultural experiences to assist students with bilingual/bicultural needs; may make home visits; may serve as interpreter to facilitate communication with monolingual, non-English speaking members of the school community; may assist parents to utilize community resources; may serve as liaison between school and home. Interprets at individual education planning meetings (IEP), translates documents as needed. Performs a variety of other clerical tasks, such as taking roll, collecting monies, and completing forms. Performs other related duties as assigned.

### **Qualifications**

Knowledge of child development and behavior characteristics; behavior management strategies and techniques utilized with students experiencing bilingual instructional problems; appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment; basic arithmetical concepts; routine record storage, retrieval, and students involved with bilingual instructional problems. Ability to demonstrate an empathic, patient, and receptive attitude with students experiencing bilingual instructional needs; interpret, understand, and follow specific student educational plans and courses of study; appropriately apply basic first aid; communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and to serve as an appropriate language model; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional material and procedures in the enhancement of an educational environment; understand and carry out oral and written direction; establish and maintain cooperative working relationship with children, adults, and community resources.

### **Experience**

Two years of paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs.

### **Education**

Equivalent to the completion of the twelfth grade, with coursework or training in child growth and development, instructional technology, or bilingual instructional processes. Possession of a valid California Motor Vehicle Operator's License may be required for some assignments. Possess or secure within six (6) months of employment, a certificate for first aid and CPR issued by the American Red Cross or equivalent.