

BILINGUAL AIDE

DISTINGUISHING FEATURES OF THE CLASS:

This work involves assisting Spanish speaking parents and students in overcoming language barriers in interacting with the community. Employees in this class deal exclusively with students in the bilingual program and their parents. The work is performed under the general supervision of the teacher in charge of the bilingual program. Supervision is not exercised over any other employees.

TYPICAL WORK ACTIVITIES:

1. Visits the parents of children in the Bilingual Program to discuss the child's tardiness, absenteeism, or other school problems;
2. Informs teachers of special problems in child's home environment;
3. Meets with parents to promote better understanding of school programs;
4. Arranges interviews between parents and teachers and may act as translator;
5. Notifies parents of open house or PTA meetings;
6. Advises parents of community or agency assistance available for problems of housing, employment, welfare;
7. May transport parents to teacher meetings;
8. Helps teachers in Bilingual Program with plays or other special projects;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the community and community resources; ability to establish rapport with the Spanish Speaking Community; ability to communicate and relate to people on all social- economic levels; ability to read, write and converse in both Spanish and English; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma;
- OR: (B) One year satisfactory work experience involving public contact;
- OR: (C) Any equivalent combination of training and experience.

SPECIAL REQUIREMENT:

Candidates must possess a valid New York State driver license at the time of appointment.

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ADOPTED: 08/01/75