

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6120
Pay Grade: D05

FLSA: Non-Exempt

BILINGUAL ASSISTANT
REPORTS TO: Site Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: <p>High School Diploma or possession of a GED; proficiency in English and a designated language and some clerical experience or an equivalent combination of training and experience. Demonstrated proficiency (speaking and comprehension) in the designated language and English.</p> <p>Bilingual Assistant's hired after January 8, 2002, that work in an instructional capacity at a Title I school must meet a rigorous standard of quality and be able to demonstrate, through an academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).</p>
MAJOR FUNCTION
<p>Provides instructional support English Learner (EL) students in all academic areas. Instructs students in English, strategically using native language as a support when feasible; implements goals and objectives established by certified teacher and works directly with children to that end. Work is performed under direct supervision and reviewed in progress and upon completion.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Provides instructional support in academic areas using English. • Administers program tests to students. • Tutors students in designated academic areas. • Carries out clerical duties related to classroom teaching; prepares planned instructional materials, attendance reports, class reports; checks objective tests papers; maintains supplies and equipment for classroom use. • Requisitions and operates audiovisual equipment for classroom use; monitors classes; files records and materials. • Escorts children to classes or specialized functions. • Provide instructional support to English Learner (EL) students in both English and their native language, when feasible. • Support EL students in content area classes by reinforcing concepts presented by the teacher, including reading skills, vocabulary, and project or assignment completion. • Facilitate small group work and assist EL students in exploring careers and special interests. • Assist with interpretation and translation for home-school communications, including parent conferences, phone calls, and home visits, as needed. • Support school staff and administration with cross-cultural communication and understanding. • Participate in EL Committee meetings and assist with testing, registration, placement, and completion of EL plans. • Translate school communications into students' native languages and help collect information for EL reports. • Monitor the progress of current and former EL students and ensure compliance with EL-related mandates, including maintaining and filing student documentation. • Assist with other tasks as directed by administrators or teachers. • Performs other related duties as assigned.

BILINGUAL ASSISTANT

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/79 SSN; BOARD APPROVED: 10/14/81; FORMAT REVISED: 3/88; REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; SAL SCH CHNG; BOARD APPROVED: 8/26/97; MQ'S REVISED: 5/03 AK; BOARD APPROVED: 6/17/03; REVISED WC: 4/04 LM; REVISED: TITLE, MQ, MF, ER 06/02/25 MV; BOARD APPROVED: 07/29/25

BILINGUAL ASSISTANT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Bilingual Assistant - PESPA