

**CLASS TITLE: Bilingual Services Specialist  
Range 6**

**Basic Function:**

Under the supervision of the principal and the direction of other certificated staff, provides support for the education of English Learners including translation services, family support and communication. Primary duties are first Organizes state and federally required testing. Serve as liaison between the school and the Spanish speaking community. Works with the teachers and principal at a school site to meet the needs of bilingual students and to provide support for basic skills instruction in the desired language for non- and limited-English speaking students in the core academic areas.

**Representative Duties:** (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Translates verbal and/or written information, as needed.
- Translates for special education and speech and language programs as needed.
- Maintains student records for all students served: HLS, bilingual test results, BILPs, reclassification, student lists.
- Assists with bilingual and other testing at different sites.
- Provides needed support to English Language Learner Programs at different school sites, makes parent contacts, assists with parent conferences, and/or translates written information as requested.
- Provides translation for non-English speaking students in their primary language in language arts, mathematics, science, health and social studies.
- Locates and/or prepares materials to meet specific academic needs in both English and the desired second language and implements remediating activities as requested.
- Maintains weekly log or schedule of activities for groups of students or individuals, as appropriate.
- Other related duties as assigned at different sites.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- State testing requirements and identification criteria
- Redesignation criteria and testing protocols
- Public relations and customer service skills
- Instructional strategies for English Learners
- Ability to operate computer and knowledge of basic computer programs such as spreadsheets, excel and word.

**ABILITY TO:**

- Multi-task
- Read, write and speak with fluency in both language
- Solve math problems at the high school level
- Work well with school staff
- Communicate with adults and children in English and the desired second language
- Translate from English to the desired second language, and from the desired second language to English
- Administer student tests and organize reports and materials
- Build trust and communication with all segments of the community
- Provide assistance to students in the core subjects

**EDUCATION AND EXPERIENCE:**

- AA degree or 48 unit equivalent or passage of CODESP Test
- Working with children in group settings

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- The noise level in the work environment is moderate.
- Interruptions due to student actions and walk-in traffic are frequent.
- The position requires multi-tasking and the ability to focus in a distracting environment.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

Board Approved: June 26, 2014