



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent
Mrs. Althea Hurt, Director of Human Resources

FROM: Dr. Adrienne Usher, Assistant Superintendent *All JB (Thea)*

DATE: March 25, 2024

RE: Bilingual Instructional Assistant

The English Learner population continues to increase in Bullitt County Public Schools with our district nearing 400 students identified as English Learners (EL). Based on enrollment trends for the past 3 years, there is a greater need for our schools to have the option to post positions that can provide more support for our bilingual students. The attached job description is not in existence currently in BCPS and needs to be available for schools as they review their needs assessment data from year to year. Approval is requested for the Bilingual Instructional Assistant job description to provide our schools with the option to support diverse learners in the classroom.

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POSITION: INSTRUCTIONAL ASSISTANT - BILINGUAL
Summary Class Code: 7316

POSITION SUMMARY: Assists a certified teacher in providing instruction to individuals or small groups of students in a classroom or other learning environment; translates orally and in writing for teachers, administrators, students, and parents; prepares instructional materials and performs various routine clerical duties.

REPORTS TO: Principal or Building Level Administrator

QUALIFICATIONS: 1) high school diploma or GED and 48 college credit hours OR 2) high school diploma or GED and an Associate's degree OR 3) high school diploma or GED and a passing score on the Kentucky Paraeducator Assessment (KPA)

MUST HAVE KNOWLEDGE OF:

- Basic subjects taught in the district's schools
- **Correct oral and written usage of English and a designated second language.**
- Reading and writing communication skills
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping techniques

PERFORMANCE RESPONSIBILITIES:

1. Assists in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction as directed by the teacher; assists students in their understanding and comprehension of reading, writing, language arts, math, and social studies, performing remedial exercises and other basic instruction as required.
2. Communicates with students in English and a designated second language to facilitate instructional processes; provides translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translates or writes notes, letters, and other materials.
3. Repeats and reinforces instruction to assist students' comprehension and understanding; provides more individual assistance to students experiencing learning difficulty; explains errors and answers questions; uses games, skits, puppets, and other instructional activities to reinforce the main lesson plans.
4. Collaborates with district and/or school-based English Learner staff to assist in meeting program requirements, goals, and objectives
5. Reports progress regarding student performance and behavior as required; provides input and assists instructors with determining student advancement through established learning programs.

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6. Assists with teaching and developing large and small motor skills, hand-eye coordination and group activity skills and responsibilities; utilizes balls, ropes, balance beams, and other physical education equipment in developing motor skills.
7. Assists in preparing materials for classroom use as directed by the teacher; prepares flash cards to assist student learning comprehension.
8. Observes and controls students' behavior in and out of the classroom, including snack time, playtime, and movement of students to various locations on the school campus.
9. Prepares, administers, corrects, and records tests, papers, essays, and homework assignments as directed; prepares homework packets as assigned; calls students and parents to follow up on absences as assigned.
10. Performs various clerical duties such as updating cumulative folders, recording grades, assembling materials, preparing charts and bulletin boards, taking attendance, maintaining records and files, typing and duplicating classroom materials, and distributing and collecting papers and supplies.
11. Operates computers and other classroom equipment as needed.
12. Assists students by providing a proper role model, emotional support, patience, a friendly attitude, and general guidance.
13. Confers with teachers concerning programs and materials to meet student needs; arranges for guest speakers and field trips as assigned.
14. Assures the health and safety of students by following health and safety practices and procedures; provides immediate basic first aid and comfort to students as needed.
15. Directs group activities of students as assigned.
16. Participates in meetings, in-serve training programs, and field trips as assigned.
17. Performs related duties as assigned.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/2 to 2/3 of Work Day)	Repetitive (Up to 1/2 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl			✓	
Climb/Balance	✓			

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Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lb2	✓			

EVALUATION: The performance of this job will be evaluated by the building principal or designated building-level administrator.

The statements herein describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____