



POSITION DESCRIPTION

JOB TITLE: Community Assistant, Bilingual Job Class: 9908	
DATE Revised,	Office of the Chief Academic Officer Bilingual and Multicultural Education
BARGAINING UNIT: MTEA – EA Contract	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE:	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assists Hispanic families coming to Milwaukee in scheduling their children for English proficiency testing and ultimate school enrollment.
2. Schedules appointments to screen newly arrived students with a foreign language background for adequate placement in either the bilingual or ESL (English as a Second Language) programs.
3. Contacts parents and offers schools with language assistance programs if the child is an English Language Learner (ELL) and is not receiving assistance. Identifies an appropriate school assignment. Obtains parental refusals if not in a program and offers a transfer to an alternative site with a program.
4. Counsels parents to alternative bilingual sites when schools are over-subscribed.
5. Contacts Hispanic families regarding school-related issues in Bilingual and ESL programs. Supports schools with parent involvement. Coordinates the ESL classes for the parents, district-wide.
6. Works with the Office of Family Services during the three-choice, complimentary and summer school enrollment processes to enroll families in the Bilingual and ESL programs available.
7. Screens K4 and K5 children of language minority groups who are applying for the Chapter 220 Program to assess English skills and to counsel parents on forfeiting the available bilingual and ESL services.

8. Provides information to parents regarding the services available at MPS. Clarifies district and school policies, procedures and practices to parents, stakeholders and other constituents. Assists in gathering data and information for bilingual and ESL issues related to the parents.
9. Assists the Hispanic City-Wide Bilingual Bicultural Advisory Committee with meetings and activities for parents. Provides information and resources regarding legal mandates associated with the educational services to special needs students and the bilingual and ESL programs.
10. Networks with the Title I staff for parental ESL classes, workshops, and special activities, as part of the Title III parent component. Collaborates with the bilingual coordinators at Title I schools to provide effective and relevant parent involvement activities.
11. Facilitates parent training and activities related to special education and bilingual and ESL programs. Coordinates activities with MPS and the Spanish speaking community.
12. Attends professional development activities to remain current in the policies and procedures of MPS and to maintain best practices.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Bilingual and Multicultural Education

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

The position requires completion of 60 college credits in an education field; candidates must be bilingual.

Experience Requirements

One to three years of experience working in a coordination role with the bilingual community.

Knowledge, Skills, and Abilities

Effective oral, written and interpersonal communication skills in both Spanish and English are required. Knowledge of MPS policies and procedures associated with bilingual and ESL education and students with special needs. The ability to problem solve with schools, parents and community members to positively affect the achievement of students at MPS. Excellent organizational and time management skills are essential. PC experience with knowledge of MS Office software, internal MPS programs and databases.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.