

Bilingual Student Services

Classification: Classified

Salary Range: 18

Work Year: 208 Days

FLSA Status: Non-exempt

Board Ratified:

OVERALL RESPONSIBILITY

Under the direction of the principal performs a wide range of non-instructional duties, including management of student behavior and discipline as well as other assigned duties related to school operation.

SPECIFIC RESPONSIBILITIES:

Responsibility to:

- Handles routine discipline problems on the playground, cafeteria, and those referred by teachers.
- Counsels students and contacts parents
- Develops behavior contracts with students and keeps necessary records.
- Follows up on student attendance problems.
- Assumes major responsibility for yard and cafeteria supervision.
- Assists principal with coordination of selected student activities and assemblies
- Does related work as assigned by the principal.
- Coordinate Elementary Sports Programs with Linden Youth Sports (if applicable)

QUALIFICATIONS

Minimum Requirements:

Knowledge of:

Ability to:

- Understand and carry out oral and written directions.
- Work with parents, students and staff in a diplomatic, friendly, but firm manner.
- Interpret and apply laws and regulations governing schools and school discipline.
- Keep and maintain accurate and complete records.
- Speak, read, and write Spanish-**Required.**

Education:

- **AA Degree or NCLB Highly Qualified Status Required**
- **High School diploma**

Experience:

- At least one year experience working with children or in youth related activities.

OTHER CHARACTERISTICS:

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- The employee must occasionally lift and/or move up to 25 pounds.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works inside in an office. The noise level in the work environment is usually low to moderate.