

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6130
Pay Grade: D11

FLSA: Non-Exempt

BILINGUAL SPECIALIST

MAJOR FUNCTION:

Plans and performs specialized instructional support work in a bilingual program by directly assisting the Project Specialist and staff in developing and implementing a bilingual instructional program. Work is performed under general direction with considerable independence and is reviewed through reports, conferences, and results obtained.

DUTIES AND RESPONSIBILITIES:

- Assures adherence to the bilingual instructional program objectives by providing guidance to teachers and teacher assistants of the bilingual staff in program implementation.
- Directs bilingual assistants in the field-testing of bilingual materials developed by the program.
- Determines the size of each language arts group and the daily schedule for each bilingual teacher assistant.
- Assists in evaluating bilingual assistants and in assessing workshop needs.
- Assists in the development, organization, and presentation of staff development sessions for the bilingual staff.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Associates degree and three (3) years experience in a school system bilingual program or an equivalent combination of education and experience. Must pass proficiency tests (speaking and comprehension) in the designated second language and English.

ISSUED: 12/83 PBL; BOARD APPROVED: 12/14/83; FORMAT REVISED: 3/88; REVISED WC: 4/04 LM.

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

BILINGUAL SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data				X	
21. Using a video display terminal				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 Specialist - PESPA