

DEPARTMENT OF EDUCATION
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

Class Specification for the Class:

BILINGUAL/BICULTURAL SCHOOL-HOME ASSISTANT
(BILINGUAL/BICULT SCH-HOME ASST)

Duties Summary:

Serves as liaison between school and project staff and target group parents; provides language and cultural assistance; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for assisting in promoting cooperation and understanding between parents, and school and project staff in order to meet the educational needs of target group children.

Significant personal contact work which requires knowledge of local culture and the culture and language of one of the target groups; e.g., Ilocano, Samoan, Korean, Chinese and Japanese, is involved. The work requires the ability to relate cultural differences to the problems and needs of target group children. The work also requires the ability to translate and relate information between parents, and project and school personnel.

Examples of Duties:

Serves as liaison to assist in promoting cooperation and understanding between parents, and school and project personnel; serves as liaison to assist in solving students' educational and related problems; disseminates project information; explains school programs, policies and procedures to parents; translates and relates parents' concerns to project and school staff; seeks community resources and maintains a file of these resources; suggests various resources to assist parent with their problems; suggests parents and others in the community with special skills as resource persons in the classrooms; encourages parents to participate in school activities; assists in organizing Parent Advisory Groups and encourages parents to participate; assists in planning and developing projects to increase parent participation in school-related activities; plans for and/or conducts information and interest sessions for parents;

assists in translating information on various social and health programs, etc.; participates in various training programs; prepares activity reports.

Knowledge and Abilities Required:

Knowledge of: The local culture, and the culture and language of a target group; basic principles of oral communication, including group session techniques; basic human needs and development; human relations.

Ability to: Understand and explain project aims and objectives, school programs, policies and procedures; deal effectively with target group parents and encourage their participation in project and school activities; establish and maintain rapport with target group parents and others; elicit pertinent information from parents and others; speak effectively to groups and individuals; plan and conduct group informational sessions; prepare activity reports; speak the language of one of the target groups.

Due to the transfer of certain Civil Service positions to the Board of Education pursuant to Act 253 Session Laws of Hawaii, 2000, and as amended in 2002, this is an adaptation of the specification for the Civil Service class, Alternative School Project Coordinator to the Board of Education Support Services Personnel system.

DATE APPROVED: JUN 30 2003



Patricia Hamamoto
Superintendent of Education

EFFECTIVE DATE: JUL 01 2003