

DEPARTMENT OF EDUCATION  
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

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Minimum Qualification Specification for the Class:

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

**General Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had general work experience of the kind and quality described below:

Two (2) years of paid or volunteer work experience in which the applicant worked with individuals and groups and was required to possess the following ability or demonstrated same:

- a) Understand and explain various materials related to the program/project/activity.
- b) Establish and maintain rapport with individuals and groups and encourage participation in program/project activities.
- c) Speak effectively with individuals and groups and to elicit pertinent information.
- d) Plan and conduct group information sessions.
- e) Prepare activity reports.
- f) Recognize and identify basic individual human needs.

**Specialized Experience Requirement:**

In addition, applicants must have had at least one (1) year's experience that provided the applicant with the following knowledge and skills:

- a) Knowledge of local culture that is generally gained by participating in daily living activities in the local community.
- b) Knowledge of the culture and language of a target group (e.g., Ilocano, Samoan, Korean, Chinese or Japanese) and the ability to speak the target group language. Such knowledge and ability may have been gained by participating in normal daily living activities in the target group homeland or by participating in normal daily living activities in target group immigrant community.
- c) Ability to establish and maintain rapport with target group.

**Substitutions Allowed:**

1. Successful completion of a one (1) year Human Services Curriculum leading to a certificate of Achievement at an accredited Community College and which included field experience in Community Service may be substituted for one (1) year of general experience.
2. Successful completion of a two (2) year Human Services Curriculum leading to a degree at an accredited Community College and which included field experience in Community Service may be substituted for the general experience requirement.
3. Partial completion of a substantially full-time Human Services Curriculum at an accredited Community College and which included field experience in Community Service may be substituted for the general experience on a month-for-month basis.

**Quality of Experience:** Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Special Skills:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, Special Skills Requirement may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Programs requesting Special Skills Requirement must show the connection between the kind of training and/or experience on which they wish to base special skills required and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position, which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position, with or without reasonable accommodation, will not be disqualified under this section.

Any condition that would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Superintendent of Education.

**MENTAL/EMOTIONAL REQUIREMENTS:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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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 minimum qualification specifications for the Civil Service class, Bilingual/Bicultural School-Home Assistant to the Board of Education Support Services Personnel system.

DATE APPROVED: JUN 30 2003

EFFECTIVE DATE: JUL 01 2003

  
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PATRICIA HAMAMOTO  
Superintendent of Education