

**TITLE:** COUNSELOR, BILINGUAL/BICULTURAL

**QUALIFICATIONS:**

1. California pupil personnel services credential
2. Knowledge of barrio community and culture of Mexican-American people
3. Ability to read, write, and speak Spanish fluently including barrio dialects

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To work with LEP/LEP-1 students and their parents in selection of appropriate program that will meet their individual needs

**PERFORMANCE RESPONSIBILITIES:**

1. Provides parents information on bilingual program that will enable them to make a decision on appropriate program for their child
2. Works cooperatively with bilingual curriculum specialists, bilingual teachers and principals on bilingual program
3. Assists schools in proper screening of students for placement in bilingual program
4. Reviews cumulative record folders to familiarize self with education and behavioral problems of LEP/LEP-1 students
5. Is responsible for students, placement, orientation, welfare, group activities as assigned by department head; recommends to department the testing materials appropriate to Spanish-speaking students
6. Works with pupils, staff, and parents in school adjustment of pupils and planning of effective home-school relationships through use of Spanish language and understanding of mexican-american culture
7. Represents department head on student appraisal team (SAT)
8. Assists parents individually and in groups, particularly stressing problem-solving techniques, understanding and appreciating individual children's life styles, communicating with children and discovering ways for children to reach their maximum potential
9. Participates in curriculum development related to bilingual program
10. Assists staff in increasing their awareness of important connection between affective domain and learning through providing individual consultation and inservice training to all segments of school community
11. Facilitates processing of referrals, gathering data, keeping records and making reports as required
12. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; teacher salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable