Charleston County SCHOOL DISTRICT
excellence is our standard

Position Title:	Multilingual Support Assistant	**PCN:**	School Specific
Department/School:	School Specific	**Location/ Address:**	School Specific
Reports to(Title only):	Principal	**Work Hours**	7:30 am to 4:00 pm
Salary/Position Category:	☐ Non-Certified Administrator ☐ Certified Administrator ☑ Non-Exempt Hourly ☐ Teacher		
Class Title/ DBM (to be completed by HR)	B21- High School Diploma	**Position # of days**	190
Travel Required	Some travel required	**FLSA Status**	☐ Exempt ☑ Non-exempt

Job Description

JOB PURPOSE/REASON:

Serves as a support to multilingual learners to foster an inclusive learning environment that meets the diverse linguistic needs of the student. Assists with facilitating communication between the student and educators in both the primary language and English to ensure multilingual learners may take full advantage of the instructional program. By utilizing their bilingual skills, the assistant promotes language development and cultural understanding, enhancing the overall educational experience for students from diverse backgrounds.

REQUIRED QUALIFICATIONS:

EDUCATION: ☑ High School Diploma or Equivalent ☐ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Other

EXPERIENCE & TRAINING:

Must be bilingual (fluent in Spanish and English)
Within in two years of hire, obtain a passing score on the ParaProfessional Assessment test, based on the SC scale

Charleston County SCHOOL DISTRICT excellence is our standard

LICENSING/CERTIFICATION:

N/A

OTHER SKILLS/REQUIREMENTS:

Strong communication and interpersonal skills.
Proficient in the use of standard computer applications to include word processing, desktop publishing and database programs.
Ability to multi-task, and ability to deal effectively with the public and all CCSD staff.

PREFERRED QUALIFICATIONS:

Previous experience working with children

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 0 # of non-exempt/classified 0 # of exempt/administrators/teachers
Indirect Reports: 0 # of non-exempt/classified 0 # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

1. Appropriately assist the classroom teacher with communicating with multilingual learner students to facilitate the instructional process;
2. Work with groups of children based on grade level and language proficiency;
3. Tutor individuals or small groups of multilingual learner students as directed and supervised by the teacher;
4. Assist multilingual learner students by providing emotional support, a friendly attitude, and general guidance with classroom and school-level routines and procedures;
5. Responsible for preparing both academic and technological learning materials based on daily lesson plans;
6. Work with children through learning activities;
7. Assist in preparing classroom displays and bulletin boards;
8. Prepare training aids for the classroom as required; and
9. Participate in trainings as required.

Charleston County SCHOOL DISTRICT excellence is our standard

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

SECONDARY POSITION RESPONSIBILITIES

* Cares for classroom equipment and materials and may operate audio-visual equipment, SMART Board, computer, etc;
* Performs other duties as assigned by the supervisor or the supervisor's designee.

PHYSICAL/MENTAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components. Must be able to sit, stand, bend, kneel, crouch, pull, push, lift, talk, hear, and use dexterity of fingers and hands. Work is performed in a normal heated or air-conditioned environment. Exerting up to 50 pounds of force frequently and able to lift, carry, push, pull, hold, or otherwise move objects.

Must be able to handle a fast-paced, high-volume classroom and school environment and make time-sensitive decisions when worki

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head		Date	
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources		Date	11/01/2024