

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Primary Language Instruction Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	School Days Only to 12 Months
<b>BOARD APPROVAL:</b>		<b>SALARY:</b>	G-45/CSEA 125 Salary Schedule

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**(Former Classification: Primary Language Specialist)**

**LANGUAGE OPTIONS:**

**HMONG LANGUAGE OPTION:** Incumbents assigned to this option are required to speak, read and write fluently in English and Hmong.

**KHMER LANGUAGE OPTION:** Incumbents assigned to this option are required to speak, read and write fluently in English and Khmer.

**LAO LANGUAGE OPTION:** Incumbents in this option are required to speak, read and write fluently in English and Lao.

**HMONG/LAO LANGUAGE OPTION:** Incumbents in this option are required to speak, read and write fluently in English, Hmong, and Lao.

**SPANISH LANGUAGE OPTION:** Incumbents in this option are required to speak, read and write fluently in English and Spanish.

**VIETNAMESE LANGUAGE OPTION:** Incumbents in this option are required to speak, read and write fluently in English and Vietnamese.

**RUSSIAN LANGUAGE OPTION:** Incumbents in this option are required to speak, read, and write fluently in English and Russian.

**LAHU LANGUAGE OPTION:** Incumbents in this option are required to speak, read, and write fluently in English and Lahu.

**MIEN LANGUAGE OPTION:** Incumbents in this option are required to speak, read, and write fluently in English and Mien.

**BASIC FUNCTION:**

Assist certificated staff in providing language acquisition experiences to identified students; assist in maintaining students' records.

**REPRESENTATIVE DUTIES:**

Instruct small groups of foreign language students in the target language. *E*

Assist classroom teachers in the interpretation of diagnostic data. *E*

Identify and place students in tutorial center. *E*

Assist with required language proficiency testing. *E*

Work in cooperation with the Cultural Specialist and parent/student advisory groups in the development of cultural-affective materials. *E*

Assist in developing teaching units on American culture and other instructional areas for translation into native language. *E*

Work under the supervision of a credentialed teacher.

Assist in providing career awareness and higher education information to project students.

Work with administrative and site personnel.

Assist Project Director and Program Manager with activities of Parent Education and Parent Involvement components.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in foreign language, science, history, math or related fields.

**LICENSES AND OTHER REQUIREMENTS:**

Must pass Fresno Unified School District's language tests to demonstrate proficiency in English and a designated second or third language.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second or third language.  
Cultural background, language styles and needs of foreign language, bilingual and/or non-English speaking students.  
Guidance principles and practices.  
Positive behavior reinforcement techniques.  
Basic curriculum taught in the District schools including math, science, and social science.  
Safe practices in classroom activities.  
Reading, writing, listening, and speaking communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.  
Classroom procedures and conduct.

**ABILITY TO:**

Assist with the instructional and related activities in the classroom.  
Read, write and translate English and a designated second or third language.  
Speak and interpret English and a designated second or third language.  
Display professional attitude and leadership ability.  
Develop and maintain effective working relationships with project staff, teachers, parents and students.  
Demonstrate an understanding, patient and receptive attitude toward individuals from foreign cultures and ethnic communities.  
Understand and follow oral and written directions.  
Read, interpret and follow rules, regulations, policies, and procedures.  
Communicate effectively both orally and in writing.  
Observe and control student behavior according to approved policies and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in assigned language(s); seeing to read and prepare various materials.