



**CHILDREN'S DEVELOPMENTAL CENTER  
BILINGUAL EDUCATIONAL ASSISTANT**

**QUALIFICATIONS:**

High School Diploma or GED

Current driver's license, personal vehicle to drive and auto insurance

Bilingual/Bi-literate English, Spanish preferred

**EXPERIENCE:**

Work experience with children aged birth to three years of age, preferably children with developmental delays.

**RESPONSIBLE TO:**

Education Supervisor and/or assigned certified teacher

**GENERAL RESPONSIBILITIES OF THE POSITION ARE:**

1. To provide special instruction within the natural environment setting as specified by the IFSP.
2. To instruct parents/caregivers of the skills necessary to enhance the child's development.
3. To follow the policies and procedures established by the Children's Developmental Center.
4. To attend natural environments with teacher, occupational therapist, or speech pathologist acting as Spanish interpreter as needed.
5. Continue to remain current in the position by attending continuing education courses and workshops offered.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. To provide special instruction and collect and record data on computer as assigned and in a timely manner.
2. To periodically consult with teacher regarding student's progress.
3. To attend weekly MDT and Ed. Department meetings.
4. To interpret for instructor of the CDC Incontinence Program as needed.

\*To perform other related duties assigned by Education Supervisor or assigned teacher. Examples of duties to be assigned but not limited to the following: prepare 2/3 fine motor activities for teachers/therapists each month, maintain small kitchen area, do minimal laundry as needed, assist in weekly Play Groups, record attendance for Play Groups, keep diapers from Diaper Bank stocked.  
Note: These duties and responsibilities are shared with other assist(s) in Ed. Department

**PHYSICAL REQUIREMENTS:**

1. To work in natural environment setting in a sitting and/or kneeling position on the floor with a child and parent or caregiver.

**Employee Acknowledgment**

I have read and understand this job description and I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment.

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Signature

Date