

ESOL BILINGUAL ASSISTANT ALLOCATION GUIDELINES

The META Consent Decree mandates the allocation of a ***fluent*** bilingual assistant whenever a school's enrollment reflects 15 students of the same home language. The second bilingual assistant is allocated when the school's enrollment reflects 50 students of the same home language.

- The bilingual assistant shall be made available for the academic support of active (LY) and monitored (LF) ESOL students in the areas of math, science, social studies, and computer literacy.
- The bilingual assistant ***may not be utilized as a substitute.***
- The bilingual assistant must have a daily support schedule, shared with faculty, submitted to the district's Title III Administrator, and made available for review by all stakeholders.
- The bilingual assistant shall have access to a computer or tablet to facilitate student access to Title III supplemental ESOL programs.
- The bilingual assistant shall not pull out the ELL students from the general education classroom unless providing individualized support and/or intervention as directed by classroom teacher, ESOL contact, administrator, or designee.
- The bilingual assistant shall not pull out an ELL student during language arts nor reading instruction.
- The secondary bilingual assistant must have a meeting space available to provide additional time accommodation as needed, as well as assessment and research support.
- The bilingual assistant should maintain a log listing the students they serve. It should include the name of students receiving services, date, time, and subject in which support is provided.
- The bilingual assistant uses native language when necessary to assist students and families
- The bilingual assistant must complete 18 hours of new bilingual assistant training and attend programmatic review trainings for returning bilingual assistants

VIEW BILINGUAL ASSISTANTS' HIRING GUIDELINES

ESOL BILINGUAL ASSISTANT HIRING GUIDELINES & LANGUAGE ASSESSMENT VERIFICATION FORM

Prior to hiring an ESOL bilingual assistant, the following is needed for DOE compliance:

- *Written samples in both languages (English and support language)*
- *Speaking samples in both languages (English and support language, **Interviewer will need a recording device to record the candidate's speaking sample.**)*

Candidate must be supervised when completing the language assessment. Use of electronic and/or translating devices is prohibited.

Send copies of written and speaking samples for review and approval to Anne Skinner. **email:** skinner.anne@brevardschools.org.

***** Samples must remain in the school's HR file for audit purposes. *****

Candidate Name: _____

Target Language: _____

School: _____

School ID: _____ Date: _____

For District, Title III, Personnel USE ONLY

Reviewer's Name (printed) _____

Reviewer's Signature: _____ Date: _____

Approved? YES NO

