

CHILD DEVELOPMENT ASSISTANT - BILINGUAL

Code No: 940198
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position is primarily involved with assisting in the administration of criterion and norm referenced screening tests for Spanish and English speaking students. The verification and interpretation of test results, preparation of evaluations and subsequent recommendations are performed by Psychologists and other certified staff. The Child Development Assistant - Bilingual collects data from students' records and through interviews to determine if students require further evaluation. The employee reports directly to and works under the supervision of an administrative or certified staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Uses stop watch to time student's performance on tests and grades student performance on rating scales;

Administers vision and hearing screening tests to students;

Interviews both Spanish and English speaking students before test administration to gather background information and to establish rapport with the student;

Gives verbal instructions and demonstrations to students in both Spanish and English;

Lays out test materials and performs other tasks necessary to ensure uniformity of test conditions essential for reliability of results;

Reviews student files to record data on student's medical and academic history;

Uses audiometric equipment to screen students for hearing problems;

Confers with and reports to professional staff members regarding data collected from student records;

Uses various equipment to screen students for vision problems;

Administers gross and fine motor coordination screening tests in both Spanish and English;

Participates in training sessions and staff development;

Observes psychologist in order to properly assist in administering tests and recording results;

Interviews teachers and parents to collect additional background information on student;

Confers with teachers and other school staff on the need to refer students for further evaluations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Spanish language; working knowledge of the fundamental concepts of standardized testing and child development; knowledge of Hispanic culture; knowledge of basic interviewing techniques; skill in reading and writing Spanish; skill in interpreting from Spanish to English and English to Spanish both in writing and orally; ability to perform arithmetic calculations; ability to interpret tabular material in order to determine test results; ability to comprehend written instructions for test administration; ability to organize work, set schedules and complete work within mandated time lines; ability to motivate children to perform at optimal levels; ability to establish and maintain effective professional relationships with students, administration and other professional staff; good judgment, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a equivalency diploma,

plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Human Services, Psychology, Sociology, or Education, plus one (1) year paid full-time or it's part-time equivalent experience working one-on-one with children* with special needs** in a public agency or school district, or administering screening tests such as hearing or visual testing; OR,
- (B) Three (3) years paid full-time or it's part-time equivalent experience as stated in (A) above; OR
- (C) An equivalent combination of education and experience as defined by the limits of (A), and (B) above.

*children for the purposes of these minimum qualifications, is defined as individuals from birth up to and including age twenty-one (21).

**special needs for the purposes of these minimum qualifications, is defined as a physical, emotional, or developmental/learning disability.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: April 8, 1999
REVISED: October 8, 2015