

# Bilingual Instructional Assistant Support Procedure

## Purpose

This document helps staff know how to access and use Bilingual Instructional Assistants to support children who are dual languages learners (DLL).

## Guidance

Bilingual Instructional Assistants (BIA)\* provide language and instructional support to ECEAP and Head Start children who speak languages other than English. Teachers may request BIA support for DLL children at the beginning of the school year and extend the request when data shows that children need continued support. BIAs are placed in the classroom during the first 30 calendar days of the school year, four days a week, two hours a day.

\*Bilingual Assistants (BAs) are no longer used.

## Procedure

1. Read the Bilingual Instructional Assistant Guidance.
2. To request a BIA, fill out a Bilingual Instructional Assistant Request Form and email to the contact below. **Requests received prior to September 23<sup>rd</sup> will have first priority. Requests received after September 23<sup>rd</sup> will be filled as BIAs become available.**
3. Once the Bilingual Instructional Assistant Request Form is received, teachers receive a link to complete an online class to learn how to effectively use a BIA.
4. When the BIA has been in the classroom for 30 days, the BIA and the teaching team use data to inform decisions about children's needs and determine if ongoing support is needed. Once need is determined, send an email to the contact below.
5. Once need is determined, teachers must fill out a *Request to Extend Form* to continue BIA services. Ongoing support typically drops to two days a week, two hours a day, per class.
6. Support may vary from classroom-to-classroom.

## Questions

Juanita Salinas, (425) 917-7819, [jsalinas@psesd.org](mailto:jsalinas@psesd.org)

## Related Forms

*Bilingual Instructional Assistance Guidance*

*Bilingual Instructional Assistant Request Form*

*Bilingual Instructional Assistant Request to Extend Form*

## Resources

See the Education Hub