

# Working Effectively with a Bilingual Instructional Assistant Guidance

## Purpose

This document describes an effective use of a Bilingual Instructional Assistant (BIA) assigned to a classroom.

## Guidance

### BIA and Teacher Planning

The most effective way to work with your Bilingual Instructional Assistant (BIA) is to make time to meet on a regular basis. They have up to an hour per week to meet with each teaching team. It's critical to meet with BIAs because they are able to present a more complete picture of each child for the teaching teams that do not speak the child's home language. Weekly planning could be used as follows, but is not limited to:

- Identifying children's language needs throughout the year
- Reviewing upcoming books, vocabulary, lessons and/or other learning concepts in order to intentionally plan activities to enhance language development and learning for Dual Language Learners (DLL)
- Planning activities to promote success in daily routines
- Identifying assessments and how the BIAs will be conducting those assessments in home language and in English when necessary
- Capturing language samples and collecting language observations for teachers' input. Planning time can be used to review these language samples and observations
- Analyzing data, documentation and observations that the BIA has collected
- Assisting the teaching team in collecting documentation data. BIAs will receive Professional Development in GOLD Objectives 37 and 38.

### Functions of the BIA in the classroom

- A BIA may facilitate small groups of 3-4 DLLs in home language as planned with the classroom teacher. They may also facilitate mixed groups that include DLL children and non-DLL children. BIAs may also work one on one with children.
- A BIA may read to children in home language and in English. If the teacher is planning on reading a book, a BIA can be asked to do a "pre-read" in home language prior to it being read in English by the teachers. They are trained to provide a brief summary and review of the plot and target vocabulary words that the teacher will be reviewing.
- BIAs can:
  - teach vocabulary in home language and in English
  - engage DLLs in conversation at mealtimes
  - participate in free choice time to help develop language throughout the day
  - help facilitate conversations between DLLs and adults/children
  - gather documentation data for teachers
  - review in home language the materials and concepts that DLLs did not comprehend in English
  - meet with teachers during their planning time to exchange information about the DLL children they are working with

## Related Documents

*Assessing Dual-Language Learners in Teaching Strategies GOLD Guidance*  
*Assessing Dual-Language Learners in Teaching Strategies GOLD Procedure*