

## BILINGUAL SCHOOL SERVICES OFFICER (BSSO) PROGRAM

### Support and Inclusion Division

#### Becoming a BSSO

1. Interested applicant contacts the Project Assistant, English as an Additional Language or Dialect (EALD) Programs, Rosie D'Aloia at the Early Years and Child Development Division to request a BSSO Expression of Interest Form, telephone 8226 2756.
2. Applicant completes the Expression of Interest and returns it to Rosie D'Aloia, 15th Floor, Education Centre, 31 Flinders St, Adelaide 5000, email: [Education.EALD@sa.gov.au](mailto:Education.EALD@sa.gov.au)
3. The Expression of Interest is kept on file for a period of two years from the date of receipt.
4. The applicant will be contacted to attend an interview when there is a need for a BSSO with his/her language skills. A date and time that suits both the interviewer and the interviewee will be set.
5. During the interview the applicant will be given 4 questions. The applicant will be left for 30 minutes to read the questions and make notes for personal use.
6. The interviewers will then ask each question in turn, giving the applicant as much time as needed to provide the answers.
7. The applicant will be given a typical school notice of no more than 150 words to translate into their first/other language. The applicant may take as much time as needed, write drafts and rewrite final copies, and use an English/Other Language dictionary to assist them.
8. The translation is then sent to a National Accreditation Authority for Translators and Interpreters (NAATI) accredited translation service for checking.
9. When the translation is returned to the EALD Program, the applicant is contacted and advised as to whether the interview and the translation test successfully met the criteria.
10. The BSSO will be required to submit a EDUjobs – Employable Ancillary Register (EAR) – On-Line Application:  
Prior to this applicants must have evidence of completing Responding to Risks of Harm, Abuse and Neglect – Education and Care Training (RRHAN-EC) and a Department of Human Services (DHS) Working With Children employment screening. When approved, the applicant's name is added to the BSSO register.
11. Schools can then contact the BSSO to offer short term contracts. The details are entered online using the Vacancy Selection Placement (VSP) program