

INSTRUCTIONAL ASSISTANT-BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned Site Administrator, assist a certificated teacher in providing instruction to individual or small groups of limited or non-English speaking students; monitor and report student progress regarding behavior and performance; translate and interpret for students, parents, counselors, teachers and others as assigned.

REPRESENTATIVE DUTIES:

- Tutor individual or small groups of limited or non-English speaking students enrolled in the District limited-English proficient (LEP) or related program; reinforce instruction as directed by the teacher; communicate with students in English and a designated second language to facilitate instructional processes. **E**
- Provide interpretation for teachers in classroom discussions, lectures, parent-teacher conferences or telephone calls with parents of limited or non-English speaking students; translate notes, letters and instructional materials as assigned. **E**
- Prepare instructional materials as directed by the teacher; assist in administering and monitoring a variety of tests; interpret for exams as needed. **E**
- Assist the teacher with classroom management; assist with the reporting of student progress regarding performance and behavior; assist students with health and community services as necessary. **E**
- Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials; compile and update student information; prepare and maintain student files and cards. **E**
- Confer with teachers concerning programs and materials to meet student needs; prepare for classroom activities to supplement lesson plans as assigned. **E**
- Provide support to the teacher by setting up work areas operating audio-visual equipment and collecting paper, supplies and materials.
- Facilitate student participation in extra-curricular and post secondary activities and special summer programs.
- Maintain current knowledge of appropriate bilingual and multicultural instructional methods, materials and appropriate usage; participate in meetings and in-service training programs as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Basic subjects taught in District schools, including mathematics, English language arts, social studies, and science.

Safe practices in classroom and playground activities.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and appropriate student conduct.

Operation of office, instructional and audio-visual equipment.

ABILITY TO:

Read, write and speak English and a designated second language.
Translate and interpret English and a designated second language.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with students, teachers, parents, staff and the public including members of ethnic communities.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate office, instructional and audio-visual equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with high school aged students in an organized setting.

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom or learning environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to monitor students.
Dexterity of hands and fingers to operate assigned equipment and demonstrate activities.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.

04/01/2018
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Range 13