

INSTRUCTIONAL AIDE - BILINGUAL

DEFINITION:

Under daily direction of a classroom Teacher, Preschool Educator, or Associate Preschool Educator and general supervision of the school Principal, site administrator or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist and free certificated/permitted instructional staff in delivering the educational program; uses a student=s primary language as needed to provide assistance in learning academic concepts for students who speak limited or no English; regularly translates, writes and converses in a foreign language; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

Positions in this class are distinguished from others in the Instructional series in that incumbents are assigned to academic classrooms to assist teachers in the performance of duties requiring interpretation of lessons to non or limited English speaking students and translation of learning and other materials into/from a foreign language for students and parents, and the tutoring of small groups of students who speak limited or no English. Some incumbents may be required to travel between more than one school site.

EXAMPLES OF DUTIES

Tutors, monitors, assists students having non or limited English speaking abilities in activities such as drills, practices, study habits and research in a variety of subject areas utilizing a variety of instructional materials in both English and in the student's primary language in individual and small group settings according to instruction/guidance of certificated/permitted staff; *E*

Assists certificated/permitted staff with the presentation of learning materials; *E*

Oversees and supervises students during classroom and outdoor (or playground) activities, learning center, library, field trip activities, and during fire and earthquake emergencies and preparedness drills; *E*

Assists parent volunteers and may be called upon to utilize bilingual skills in various contacts with parents and others in the school environment, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; *E*

As directed, researches, materials such as vocabulary lists, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications; *E*

Assists the classroom Teacher/Preschool Educator or Associate Preschool Educator in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

Consults with certificated/permitted staff regarding student progress and behavior. *E*

Reads and converses with students explaining words and meanings, rephrasing materials to enhance student understanding, as necessary translates so that lessons and tests may be prepared; *E*

Corrects and scores classroom and homework assignments, administers, scores tests, and records grades, as directed;

E denotes an essential function of the job.

Maintains a variety of records as assigned;

Operates and/or assists students in the use of audio visual and other equipment in classroom and learning center environments;

Operates a variety of office equipment;

May answer telephone, take and transmit messages regarding student performance;

Attends school and in-service meetings.

SUPERVISION:

General supervision is received from the school Principal, site administrator or designee. Daily direction is provided by a certificated classroom teacher, Preschool Educator or Associate Preschool Educator.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, practices and terminology used in instructional situations;

General needs and behaviors of children;

Modern office equipment and procedures, including the operation of personal computers and word processing software;

Basic math and science, good reading, writing, speaking skills in English;

Appropriate usage, spelling, grammar and punctuation in English and a designated language other than English.

Simple record keeping.

Ability to:

Speak, read and write in English and in a designated language other than English;

Apply skills, knowledge and abilities in classrooms and the general school environment requiring interpreting;

Learn and apply District and school policies and procedures;

Determine and retain privileged communications;

Change priorities rapidly based on teacher requirements;

Operate various office equipment, including personal computers and word processing software;

Establish and maintain accurate records;

Establish and maintain effective working relationships;

Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent, passing the Instructional Assistant Competency Examination and formal education in a language other than English is required. For preschool positions some post-secondary education in child development or early childhood education is desirable. Some paid or unpaid experience involving the supervision of children's activities is desirable.

LICENSES REQUIRED:

Some positions may be required to possess valid and appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 20 lbs; frequently uses arms, hands and fingers on both hands; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment; works primarily inside; has constant direct contact with students, other district staff and student parents, is frequently exposed to minor and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor.

Last revised 4/04

Revisions effective 4/26/07