



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - ENGLISH LEARNER

JOB SUMMARY:

Under general supervision of the site administrator or designee and direction of certificated staff, assists English learners with instructional assignments and in learning the English language; administers the state's English language student assessment; maintains files, assists with obtaining parent signatures on necessary forms, and assists with completing paperwork documenting students' progress in acquiring English language skills.

CLASS CHARACTERISTICS:

Positions in this class are distinguished from others in the Instructional series in that incumbents are assigned to academic classrooms to assist certificated staff with English Language Development (ELD) lessons and helping students to learn the English language. Incumbents assist with documenting the assessments, student progress, program placement and instructional services for English learners and re-designated students. Incumbents are required to work independently to administer state testing and complete related documentation, and may be required to travel between more than one school site.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Tutor, monitor, and assist English learners individually or in groups to acquire listening, speaking, reading, and writing skills in English; *E*

Under the guidance of certificated staff, reinforce and make more understandable subject matter and lessons for students to facilitate the instructional process; *E*

Proctor, administer and score the state's English language student assessment according to established guidelines and prepare and complete all related documentation; *E*

Compile reports, prepare forms, perform clerical and record keeping tasks documenting student progress in achieving English proficiency; *E*

As directed, prepare instructional materials such as vocabulary lists, worksheets, games, flash cards, awards, letters and notices; *E*

Assist certificated staff with the presentation of learning materials; *E*

Assist in maintaining an orderly, clean, attractive, stimulating learning environment; *E*

Consult with certificated staff and site administrator or designee regarding student progress and parent notification and assist with obtaining parents signatures on necessary forms; *E*

Work with the student database to generate queries, obtain student information and compile data;

Assist certificated staff with student supervision during classroom and outdoor (or playground) activities, learning centers, library, field trip activities, and during emergency and preparedness drills;

Attend informational meetings and staff development workshops;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the site administrator or designee. English Learner program direction is received from the Coordinator of Categorical Programs. Direction is provided by certificated staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General needs and behaviors of children;
- Effective strategies for working with English learners;
- English usage, reading, writing, speaking, spelling, grammar and punctuation skills;
- Regular classroom subjects including language arts, reading, mathematics and other;
- Basic record keeping;
- Written and oral communication principles and practices;
- Communicate and demonstrate respect effectively while interacting with students and families from varying cultures.

Ability to:

- Work successfully with students having a variety of primary languages;
- Demonstrate an understanding, patient, and receptive attitude toward young children;
- Reinforce concepts and instruction to individual or small groups of English learner students as directed by certificated staff;
- Work and communicate successfully with other adults in the school setting;
- Clearly communicate in English and effectively model English usage;
- Rapidly learn and apply relevant procedures and practices;

- Accurately assess situations, independently make appropriate judgments;
- Determine and retain privileged communications;
- Operate a variety of modern office equipment, including personal computers word processing software, and Excel;
- Change priorities rapidly based on teacher requirements;
- Perform simple mathematical computations;
- Understand and carry out instructions;
- Establish and maintain accurate records;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Some paid or unpaid experience and/or training working with children in a learning situation, preferably involving the teaching of English learners in an organized program is desirable.
- Some paid or unpaid experience working in a clerical capacity is desirable.

LICENSES REQUIRED:

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

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/13/04

Last Revised 4/26/07

Revisions effective 2/1/12

Revisions Effective 7/18/2013

Job Description Review and Revisions Effective: 7/9/15