

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - BILINGUAL

BASIC FUNCTION:

Under the direction of a Principal or designee, assist a certificated teacher in providing and reinforcing instruction to individuals or small groups of limited or non-English speaking students in a classroom or other learning environment by translating written materials and oral lectures; assist in the preparation of instructional materials and implementation of lesson plans; tutor students in assigned subject areas.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in providing instruction and/or tutoring to individuals or small groups of limited or non-English speaking students in a classroom or other learning environment by translating written materials and oral lectures; assist in translating for teachers or non-English speaking parents/guardians as needed; assist with the implementation of lesson plans; reinforcing instruction as directed.

Perform a variety of duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials and maintaining student records and files as assigned.

Assist students with completing appropriate subject area classroom assignments, homework and projects; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; confer with the teacher concerning lesson plans and materials to meet student needs.

Observe, monitor and redirect students in the classroom in accordance with approved classroom procedures; monitor students during outdoor activities as directed; assist with reporting progress regarding student performance and behavior.

Assist teacher(s) in administering various tests, preparing mandated reports and documentation as required.

Operate a variety of classroom and office equipment including a computer, copier, overhead projector and laminator as assigned.

Provide classroom support to the teacher by setting up work areas, displays and exhibits; distributing/collecting paper, supplies and materials.

Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

Serve as an interpreter for parent/guardian conferences and telephone calls as needed.

Participate in staff meetings; attend various in-service meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

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

Child guidance principles and practices.

Safe practices in classroom and during instructional activities.

Subjects taught in Grades K – 12.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Read, write, translate and interpret English and a designated second language.

Assist in the preparation of instructional materials and implementation of lesson plans.

Perform a variety of duties in support of classroom activities.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor and assist students.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain records and files.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and some experience working with children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class will be required to translate oral and written communications between English and a designated second language.

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":

Completed at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom or learning environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Ability to see to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

FINAL 3.21.14