

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **INSTRUCTIONAL AIDE - BILINGUAL**  
Department: School Site  
Reports: Site Administrator and/or applicable teacher

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#### **SUMMARY:**

Under the direction of the site administrator and/or applicable teacher performs supportive instructional and clerical duties, and other related assignments as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Works with students individually or in small groups, tutoring, reinforcing or following up on the teacher's lessons.
- \* Assists in testing, in scoring tests, and in the evaluation of the instruction and student's progress and problems.
- \* Follow teacher's lesson plans, assists teacher in preparation of plans.
- \* Help instruct in two languages, English and another language.
- \* Prepares materials and equipment and operates basic and specialized instructional equipment.
- \* Type or duplicate lessons, texts and other instructional materials.
- \* Maintains an inventory of equipment.
- \* Keeps records such as attendance, grades, test scores, maintains an orderly environment in the classroom or learning facility.
- \* Supervises students on field trips, ride the bus with students.
- \* Make home visits as needed.
- \* Interpret for non/limited-English speaking students or parents, including at lunch, on the school grounds or during home visits.
- \* Attend in-service training programs.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) and one year experience working with children.

#### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Read, write, and speak English and other designated language at a level sufficient to fulfill the duties to be performed; required to pass the Placer County Office of Education instructional aide test; experience working with young people. Ability to read and write in the designated language shall be determined by standardized assessment, if available, or informal assessment by native speakers. Ability to speak in the designated language shall be determined by an interview panel of school and community members, the majority of whom are fluent in the designated language. Candidate must be familiar with the cultural heritage of the LEP students.

Ability to understand and apply rules, procedures, and policies; to establish and maintain effective working relationships with students, parents, teachers, and administrators; to apply basic instructional methods; to operate instructional machinery.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 pounds, such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***