

Oak Grove School District

JOB TITLE: INSTRUCTIONAL ASSISTANT, BILITERATE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist a certificated teacher(s) by performing instructional support tasks and child care activities; to supervise students and perform a variety of related duties in the maintenance of an effective learning environment; and to provide specialized biliterate support functions between a specified non-English speaking segment of the community and the school by interpreting and translating English/Spanish or English/and another designated language as specified by the District. Employees in this classification receive general supervision from a certificated teacher(s) and/or school administrator within a well-defined framework of policies and procedures. This job class provides a variety of responsible instructional support activities to enhance the educational environment within the District to include providing accurate interpretive and translating services to ensure adequate communication is available between the school and the community it serves.

TYPICAL DUTIES

- Assists teacher(s) in instructing individuals and small groups of students in various learning situations including basic academic subjects, music or other art forms, library/media center activities, personal hygiene, practical experiences, self-help, social integration, etc.
- Implements learning situations, which may include individualized instruction; creating learning centers and/or researching instructional programs for the specific needs of an assigned area
- Assists certificated teacher(s) in implementing curriculum for a specialized area of instruction such as ESL education, music, crafts, or related art forms, etc.
- Serves as liaison between specified non-English speaking students and the school by interpreting and translating English/Spanish or English/and another designated language
- Translates and transcribes English/Spanish or English/and other designated language to provide effective written communications between school, students, parents, and the community
- Interprets and translates English/Spanish or English/and other designated language for instructional purposes to facilitate teacher/student communications as needed
- Assists in supervising students to maintain effective learning environment, disciplining when necessary
- Assists in organizing learning and/or child care environments; setting up materials for daily activities, maintaining neat and orderly classroom/teaching/recreational centers
- Prepares instructional materials for use in the classroom; types, makes dittos, copies, gathers appropriate resource information and materials as designated by teacher(s)
- Administers tests and exams as assigned
- Corrects tests and daily assignments
- Assists teacher(s) by providing child care services as needed; observing physical condition of children and reporting possible health deficiencies
- Assists in developing and maintaining informational and operational records and files
- Provides teacher(s) and school administrators with relevant feedback and information on students' progress through observation and daily contact
- Assists in developing a set of goals and objectives for each student according to curriculum and program requirements

TYPICAL DUTIES (continue)

- Takes daily attendance, lunch counts and performs other tracking functions; receiving and recording monies, notes from home, etc.
- Confers with teachers, and/or program coordinators regarding student's progress, program evaluation, problem areas, etc.
- Escorts students outside a classroom situation; ensuring students' safety, social integration, or security
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Possess a high school diploma or equivalent
- Completion of two years (48 semester units) of study at an institution of higher education, OR possess an associate's degree (or higher) from a recognized college or university, OR must have passed an approved test that demonstrates the necessary knowledge and ability to assist in the instruction as well as knowledge of language arts and math. Applicant needs to meet only one (1) of the preceding requirements.
- Biliterate proficiency in English and a second language as specified by the District
- Knowledge of proper English usage, grammar, vocabulary, and spelling
- Knowledge of general needs and behaviors of children
- Knowledge of the culture of a specified ethnic group
- Knowledge of pertinent academic areas and learning situations
- Knowledge of children's recreation activities involving sports, games, arts, and crafts
- Skill to read, write, and speak fluently in English and a second language as specified by the District
- Skill to understand, interpret, and translate both oral and written information in English and a second language as specified by the District
- Skill to understand and carry out both oral and written instructions in an independent manner
- Skill to understand the needs of children and to effectively relate to these needs in a learning and/or recreational situation
- Skill to learn the requirements of the children in the specific learning program(s) to which assigned
- Skill to effectively supervise students in a variety of situations
- Skill to remain calm and patient in stressful situations
- Skill to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties