BUENA PARK SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT II: BILINGUAL/BICULTURAL

DEFINITION:
Under general supervision of the school principal, to independently perform a variety of bilingual/bicultural instructional activities; to perform a variety of supportive tasks and follow-up activities; to occasionally serve as an interpreter for community members with a limited English speaking ability; and to do other related work as required.

EXAMPLES OF DUTIES:
Assists instructional personnel in the implementation of individual educational plans for students experiencing bilingual/bicultural instructional needs; tutors individuals and small groups of students to reinforce and follow-up learning activities; assists students in the development of appropriate social behaviors; performs a variety of behavior management and behavior shaping functions; develops and assists in the development of specialized instructional materials; assists in the development and maintenance of student records and files; administers and scores criterion referenced tests, general aptitude tests, and tests to determine student language proficiency levels; requisitions, stores, distributes and maintains an inventory of educational materials, supplies and equipment; assists in the development and maintenance of a learning environment appropriate to the special instructional requirements of students; administer routine first aid and determines the need to seek assistance for students with non-routine illness or injury; may use a second language and provide cultural experiences to assist students with bilingual/bicultural needs; may serve as a translator to facilitate communication with monolingual, non-English speaking members of the school community; may perform language census testing and record the results; may make home visits to assist in the interpretation of education programs and activities, and to encourage participation in the educational process.

QUALIFICATIONS:
Knowledge of:
Child development and behavior characteristics; behavior management strategies and techniques utilized with students experiencing bilingual/bicultural instructional problems; appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment; basic arithmetical concepts; routine record storage, retrieval and management procedures; instructional strategies utilized with students involved with bilingual/bicultural instructional problems.

Ability to:
Ability to perform essential functions of the job with or without reasonable accommodation; demonstrate an empathetic, patient and receptive attitude with students experiencing bilingual/bicultural instructional needs; interpret, understand and follow specific student educational plans and courses of study; communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and serve as an appropriate language model; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with children and adults.

EXPERIENCE:
Two years of paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs.

EDUCATION:
Equivalent to the completion of the twelfth grade, with course work or training in child growth and development, instructional technology, or bilingual/bicultural instructional processes.

CERTIFICATE REQUIREMENT:
Must obtain within six (6) months of employment a first aid certificate issued by the American Red Cross.