



## JOB DESCRIPTION

**Position Code:** 977  
**Classified Group:** CSEA  
**Salary Range:** 14  
**Work Calendar:** 018 A/B  
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**POSITION TITLE:** Instructional Assistant – Bilingual

**CLASS CODES:**

790 – Pashto	962 – Mandarin	993 – Spanish
791 – Dari	963 – Russian	994 – Vietnamese
823 – Arabic*	974 – Farsi	995 – Tagalog
927 – Armenian	988 – Laotian	996 – French
949 – Hmong	989 – Portuguese	997 – German
950 – Romanian	990 – Cantonese	998 – Polish
951 – Ukrainian	991 – Korean	
961 – Cambodian	992 – Japanese	

**DEFINITION:** Under general supervision, provides assistance to certificated staff in meeting the educational and personal needs of bilingual students; performs miscellaneous related duties as required.

**DIRECTLY RESPONSIBLE TO:** Site Administrator

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Provides instruction to individuals or groups of students in reading, writing, and speaking English as a second language and assists bilingual students in other academic subject areas; uses flashcards, games, worksheets, drills, and a variety of study aids and techniques.
2. Interprets for limited English speaking students in a regular classroom by translating assignments, explanations or instructions.
3. Assists non-English speaking students and parents in adjusting to the school and community by providing information and interpreting in a variety of situations.
4. Administers a variety of tests and quizzes, records results, and consults with teacher regarding student progress.
5. Performs a variety of recordkeeping activities.
6. Files classroom materials and places information in student folders.
7. Organizes work areas and assembles learning materials.
8. May order supplies, forms, instructional or audiovisual materials.
9. Performs related work as required.

**QUALIFICATIONS:**

Education and Experience:

Higher education desirable; previous experience working with groups of students.

Knowledge, Skills, and Abilities:

- Proficiency in reading, writing and speaking a second language
- Competency in basic academic skills such as reading, math, spelling, English grammar
- Skill in oral communication, good articulation, speech and language patterns
- Skill in written communication
- Ability to write a simple paragraph in two languages
- Ability to successfully supervise children
- Ability to read English well enough to understand test instructions, teacher manuals and guides
- Ability to understand other cultures and work effectively with bilingual students
- Ability to follow oral and written instructions with a minimum of direction
- Ability to adapt to individual needs of teachers and students and work with interruptions
- Ability to work harmoniously with students and staff
- \*Individual languages specified will require fluency in the specified language
- Ability to read, write and speak English in addition to the specified language
- Ability to maintain consistent, punctual, and regular attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff and students

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person and on the telephone
- Inspect written materials with fine print
- Recognize documents and individuals
- Remain in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard
- Move about the facilities to conduct work

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/23/1980  
Revised: 4/28/1987  
Revised: 4/26/1988  
Revised: 10/24/1989  
Revised: 12/5/1989  
Revised: 1/15/1991  
Revised: 6/22/1993  
Revised: 9/10/2013\*  
Revised: 1/15/2020