

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT- BILINGUAL**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in English and a designated second language in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist second language learners to become proficient in English; relate effectively with children in a bilingual and bicultural setting; speak and write in English and the designated second language and sufficient to prepare and correct written materials using correct English composition, spelling and punctuation in English and the target language.

Provide interpretation/translation for parents, school personnel and students during phone calls, meetings, parent conferences, meetings and assemblies; provide oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to a designated second language.

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs; assist with the preparation and implementation of lesson plans and with student benchmark assessments.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments; record grades; assist the teacher with monitoring progress of student benchmark assessments; maintain student attendance, records, notes and files as assigned.

Assist students with reading intervention program activities; assist and motivate students to improve their reading and writing measures; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; reinforce reading instruction including phonics, vocabulary and comprehension with ELD groups, Independent Reading groups or one-on-one with students; assist students with spelling and writing exercises and assignments.

Assist students in completing classroom assignments, homework and projects; assist students in the operation of a variety of instructional technology; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, detention and recess activities as directed; assist with yard

duty as assigned; accompany students on field trips and during special events; monitor and report progress regarding student performance and behavior.

Assist in shaping student's behavior, development of appropriate social and adaptive behaviors through positive reinforcement and other strategies; confer with teachers concerning programs and materials to meet the individual needs of special education and regular education students.

Assist students with test preparation skills; administer and proctor various tests including CELDT as directed; inventory test booklets, schedule testing, prepare 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 computers, audio-visual equipment, work areas/centers and displays, and distributing and collecting paper, supplies and materials; assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment.

Assist students with performing and developing proper social behavior and self-help skills; may assist students with toileting, changing diapers and soiled clothing as assigned by the position.

Accompany students on field trips and outside the classroom; escort students to and from designated locations as assigned.

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

Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.

Provide routine first aid to injured students according to established procedures as needed; notify parents of ill or injured students.

Attend meetings and in-services as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices.

Safe practices in classroom activities.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct usage, grammar, spelling, punctuation and vocabulary in English and a designated second language.

Basic guided reading and intervention practices.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.  
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.  
First aid and CPR procedures.

**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.  
Perform a variety of clerical duties in support of classroom activities.  
Speak, read and write in English and a designated second language.  
Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to a designated second language.  
Learn guidelines and materials related to the reading program as assigned by the position.  
Assist in the preparation of instructional materials and implementation of lesson plans.  
Read books to students and assist with reading and writing activities as assigned.  
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, observe and report student behavior and progress according to approved policies and procedures.  
Operate standard office and classroom equipment.  
Observe health and safety regulations.  
Maintain records and files.  
Administer first aid and CPR as needed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience working with school age children in organization setting or learning environment. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certification within six months of employment.  
Incumbents in this classification are required to speak, read and write in English and a designated second language and pass an oral and written proficiency test in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.  
Constant interruptions.

**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.  
Seeing to read a variety of materials and monitor student activities.  
Hearing and speaking to exchange information.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.