



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



INSTRUCTIONAL ASSISTANT - BILINGUAL

JOB SUMMARY:

Under direction of certificated staff and general supervision of the site administrator or designee, performs paraprofessional instructional activities, clerical and supportive tasks to assist in delivering the educational program; uses a student's primary language as needed to provide assistance in learning academic concepts for students who speak limited or no English; regularly translates, writes and converses in a foreign language.

CLASS CHARACTERISTICS:

Positions in this class are distinguished from others in the Instructional series in that incumbents are assigned to academic classrooms to assist certificated staff in the performance of duties requiring interpretation of lessons to non or limited English speaking students and translation of learning and other materials into/from a foreign language for students and parents, and the tutoring of small groups of students who speak limited or no English. Some incumbents may be required to travel between more than one school site.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Assist in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lecture; *E*

Tutor individual or small groups of limited-English proficient students, reinforcing instruction directed by certificated staff in regular classroom subjects including language arts, reading, mathematics and other; *E*

Communicate with students in English and a designated second language to facilitate the instructional processes; *E*

Interpret for certificated staff or non-English speaking parents as needed; translate notes, letters and other materials as assigned; *E*

Assist with student supervision during classroom and outdoor (or playground) activities, learning centers, library, field trip activities, and during emergency and preparedness drills; *E*

Serve as an interpreter in various contacts with parents and others in the school environment, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; *E*

As directed, research and prepare instructional materials such as vocabulary lists, worksheets, games, flash cards, awards and displays, as well as letters, notices and other communications;
E

Assist in maintaining a disciplined, neat, orderly and attractive learning environment; *E*

Consult with certificated staff regarding student progress and behavior; *E*

Monitor students in the classroom to assure understanding of material being presented; assist in determining English proficiency of identified students; *E*

Read and converse with students explaining words and meanings, rephrasing materials to enhance student understanding, as necessary translates so that lessons and tests may be prepared; *E*

Correct and score classroom and homework assignments, administer, score tests, and record grades, as directed;

Prepare and maintain a variety of records as assigned;

Operate and/or assist students in the use of technology and other equipment in classroom and learning center environments;

Perform routine office duties such as filing and duplicating instructional materials as assigned;

Attend school and in-service meetings; answer telephone, take and transmit messages regarding student performance;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the site administrator or designee. Direction is provided by certificated staff. English Learner program direction is received from the Coordinator or Categorical Programs.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices and terminology used in instructional situations;
- General needs and behaviors of children;
- Classroom procedures and appropriate student contact;
- Modern office equipment and procedures, including the operation of personal computers and word processing software;
- Regular classroom subjects including language arts, reading, mathematics and other;
- Usage, spelling, grammar and punctuation in English and a designated second language;
- Basic record keeping.

Ability to:

- Speak, read and write effectively in English and in a designated language other than English;
- Clearly communicate in English and effectively model English usage;
- Work successfully with a variety of students;
- Apply skills, knowledge and abilities in classrooms and the general school environment requiring interpreting;
- Learn and apply District and school policies and procedures;
- Determine and retain privileged communications;
- Change priorities rapidly based on teacher requirements;
- Monitor and report student behavior and progress according to approved policies and procedures;
- Establish and maintain accurate records;
- Perform routine clerical work and basic mathematical calculations;
- Use copy machines, computers, and other office equipment and software to prepare learning materials and resources;
- Understand and carry out oral and written instructions.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination and passing the District bilingual proficiency examination in a designated second language.
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Some paid or unpaid experience involving the supervision of children in an organized setting whose primary language is not English is desirable.

LICENSES REQUIRED:

Some positions may be required to possess a valid and appropriate California Driver License.

All of the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT HAZARDS:

Frequently stands, walks, sits; stoops and bends; occasionally safely lifts, carries, and/or pushes up to 20 lbs; frequently uses arms, hands and fingers on both hands; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom environment; works primarily inside; has constant direct contact with students, other district staff and student parents, is frequently exposed to minor and on occasion to severe, contagious illnesses; occasionally works without direct guidance from the classroom teacher and/or immediate supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 4/04

Revisions effective 4/26/07

Revisions Effective: 3/14/2013

Job Description Review and Revisions Effective: 6/11/15