



Romoland School District

JOB DESCRIPTION

INSTRUCTIONAL AIDE – BILINGUAL

Definition

Under the general supervision of a classroom teacher or learning specialist and/or the direction of a school principal, to assist, tutor and train English Language Learners individually or in groups in a classroom or similar learning environment, following a prescribed course of study; to oversee and supervise students; to perform clerical and paraprofessional work both outside and inside the classroom; to translate written materials at school or at parent meetings; to do related work as required.

Examples of Duties and Responsibilities

Assist the teacher in translation of material from English to Spanish; work with English Language Learners; provide an extension of the teachers lessons to English Learners; assist teacher with parent contacts either at conferences, by telephone, or in-home visits; assists with the preparation for meetings related to the English Language Learner program and may translate at such meetings; observes and records information about students' behavior and assists in attitudes and general guidance; may assist with recordkeeping; distributes and collects papers, supplies and materials; assists in preparing displays, bulletin boards, and other classroom materials; may translate materials for school personnel other than the teacher; assists in administering tests for language dominance; performs additional aide duties related to classroom or lab work such as administering and grading tests, supervising children on the playground and field trips, and performing routine clericals tasks; assists teachers with English Language Learners, who do not have the necessary English skills, with the presentation of learning materials; tutors individuals or small groups of students intensively, using their native language and English translations; oversees and supervises students during classroom activities; reads to students, explains words and meaning and provides learning examples; prepares student activities for special holidays.

Minimum Qualifications

Knowledge of: Subject areas - reading, math, written or oral language and other areas needed for specific jobs; subject area needs and interests of English Language Learners.

Ability to: Speak, translate, read and write Spanish fluently; understand oral and written instructions; learn methods used in supervising and motivating children; learn the operation of audiovisual and computer equipment; establish and maintain an effective working relationship with staff, students, and parents.

Basic Requirements: Proof of TB clearance required within the past four years; fingerprint clearance by the California Department of Justice.

Experience: Two years paid or volunteer experience working with students experiencing language deficiencies and remedial instructional needs.

Education: Must have completed 48 semester units at a institution of higher learning, or possess an A.A. or higher degree, or pass a District proficiency test with a score of 60% or above.

Employment Status: Bargaining unit position/agency shop.

Physical Demands And Working Conditions:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Vision which allows accurate observation from a distance. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to sit for sustained periods of time.
- Able to kneel or squat for extended periods of time.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs frequently, and 50 pounds occasionally. *E*
- Able to carry up to 35 lbs frequently, and 50 pounds occasionally. *E*
- Able to push and pull objects weighing up to 35 pounds.
- Able to sustain strenuous manual labor for 1.5 hours.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to demonstrate manual dexterity necessary to operate classroom equipment in a safe and efficient manner. *E*

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an " *E* ".