

COLTON JOINT 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 a classroom environment in English and a designated second language; 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, and assemblies.

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 implementation of lesson plans.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records and files as assigned; grade student assignments and tests; maintain records for reading program as assigned.

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

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with spelling and writing exercises and assignments.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as directed; report progress regarding student performance and behavior; assist with yard duty as assigned by the position.

Administer various tests as directed; prepare mandated reports and documentation as required.

Operate a variety of classroom and office equipment including a computer, copier, tablets, and laminator as assigned.

Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting papers, supplies and materials.

Assist in the implementation of Individual Education Plans (IEP's) and related goals and objectives as assigned by the position; assist students with meeting IEP goals and objectives; assist students with Student Study Team (SST) activities 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.

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.

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.

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.

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.

Relate effectively with children in a bilingual and bicultural setting.

Speak, read and write in English and a designated second language.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain records and files.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent and completion of a minimum of 48 semester units or an Associate's Degree or higher from a regionally accredited college/university is required.

Experience: Sufficient experience working with school age children in an organized setting or learning environment.

Any combination of training and/or experience which would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to speak, read and write in English and a designated second language and will be required to pass a proficiency test.

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.