

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

Instructional Assistant – Bilingual

**POSITION
DESCRIPTION:**

Assigned the Educational Services Department, supervised and evaluated by site principal. Directly responsible for completing state required testing and documentation of English language learners and communication/translations with parents and families of students.

**ESSENTIAL JOB
FUNCTIONS:**

1. Administers state required tests and site-based language assessments of new and continuing VESD students according to established guidelines
2. Assists with the reclassification process
3. Assists with related clerical functions of state testing and reclassifications
4. May supplement integrated and designated instruction in the classroom after annual testing and reclassification requirement are met
5. Translates oral and written communication for the purpose of assisting students, teachers, and parents in communicating effectively
6. Collaborates as a resource to classroom teachers to support English language learners
7. Communicates and works cooperatively with sites and co-workers
8. Reports all safety, sanitary, and fire hazards
9. Attends training and meetings as directed
10. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Drivers License
- Fluent in speaking, writing and reading Spanish

Knowledge of:

- Statutory requirements for bilingual education
- Safe practices in classroom and campus activities
- Routine office procedures, methods, and equipment
- Applicable office-based computer programs
- English and Spanish usage, vocabulary, spelling, grammar, and punctuation
- Principles of basic record keeping
- Principles of basic mathematics
- Proper lifting techniques

Ability to:

- Maintain confidentiality
- Work cooperatively and courteously with others
- Set a positive example
- Work using independent judgment
- Operate office equipment
- Perform routine clerical duties
- Multi-task
- Prioritize tasks and meet deadlines
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing in both English and Spanish

EXPERIENCE:

Required:

- Working with online testing systems working remotely and online

Desired:

- Working with children in learning situations, training or education in child development and/or learning theories

EDUCATION:

Required:

- High School Diploma or equivalent
- To be in compliance with the ESEA Act, applicant must meet one of the below requirements:
 - (A) Complete a minimum of 48 college credits; **OR**
 - (B) Obtain an associate's (or higher) degree; **OR**
 - (C) Successfully pass a District-developed test assessing your knowledge of, and ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

**WORKING
CONDITIONS:**

Environment:

- Work closely with a large number of children
- Extensive public contact
- Busy and fast-paced school setting

Physical Demands:

- Hearing and speaking to exchange information
- Sitting at a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Moderate physical labor
- Standing or sitting for long periods of time

Hazards:

- Exposure to bio-hazards
- Exposure to communicable and contagious illnesses