# INSTRUCTIONAL ASSISTANT - BILINGUAL

## Purpose Statement

The job of Instructional Assistant - Bilingual is done for the purpose/s of assisting assigned teaching personnel in the supervision and instruction of students, and performing classroom clerical tasks in support of the instructional process, as well as assisting in the assessment of students' English language acquisition; administering tests; performing classroom clerical tasks and serving as a resource to other school personnel requiring assistance with Spanish speaking persons.

## Essential Functions

- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts
- Attends meetings (i.e. staff, in-service, etc.) for the purpose of receiving and/or conveying information
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study
- Maintains files and records for the purpose of ensuring up-to-date reference trail
- Monitors individual students and/or groups (i.e. classroom, library, playground activities, field trips, computer lab, music room, etc.) for the purpose of ensuring a safe and positive learning environment
- Performs record keeping and clerical functions (i.e. scheduling, copying, etc.) for the purpose of supporting the teacher in providing classroom materials
- Responds to inquiries (i.e. students, staff, teachers, parents, etc.) for the purpose of providing information or referring to appropriate personnel
- Assists students, teachers and parents in communicating
- Other related duties as assigned

## Job Requirements & Skills

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; and stages of child development.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data

utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with constant interruptions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Experience**

Job related experience is preferred

**Education**

High School Diploma or Equivalent

**Certificates & Licenses**

None Specified

**Clearances**

DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

**Required Testing**

Successful Completion of Pre-Employment Process
Pre-employment bilingual Proficiency Test

**Supervision**

Site Administrator

**Additional Qualifications**

None Specified

**Salary Grade**

Range 10

**Continuing Education/ Training**

Training attendance at workshops as appropriate

**Work Year**

Student Attendance Days