

CLASSIFIED JOB DESCRIPTION

IMMIGRANT FAMILY/STUDENT SUPPORT- Mandarin

JOB SUMMARY:

Under immediate supervision of the Executive Director of Language Development and Instruction Department, performs duties of above-average difficulty to assist with the operation of a classroom or in similar learning situations for immigrant students and their families. May perform a variety of clerical, data entry, and supportive duties; may provide services to students in a language other than English.

ESSENTIAL JOB FUNCTIONS:

- Assists in the instructional program of immigrant students.
- Maintain records of immigrant students.
- Administers and scores the Language Assessment Scales (LAS) in the students' primary language.
- Acts as a liaison between parents, school, and the Language Development and Instruction Department.
- Confers with teachers on modification to lesson plans.
- Translates and supports communication in Mandarin as needed.
- Interprets for parent meetings at school and District.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average, complex tasks; understand and carry out oral and written instructions; prepare reports as required; use good grammar.
- Knowledge of correct language usage, spelling, grammar, and punctuation. California state law requires that all personnel working in an instructional setting demonstrate high school proficiency in the areas of reading, writing, and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- Education requirement of graduation from high school or equivalent, preferably supplemented by two years of college work in child care specialization or equivalent.
- Knowledge of Chinese customs and culture.

Classified Salary Schedule: Range 16
BOARD APPROVED: 08/14/12
REVISION DATES: 09/12/18
12/15/21
04/17/24