

CYPRESS SCHOOL DISTRICT
Cypress, California 90630

CLASS SPECIFICATION

**INSTRUCTIONAL AIDE-
ENGLISH LANGUAGE DEVELOPMENT**

DEFINITION

Under the supervision and direction of the principal, in collaboration with certificated personnel and support staff, assist English learners in learning the English language and with instructional assignments. Administer and score the state's English language student assessment under the direction of the Executive Director, Educational Services. Perform routine clerical and supportive tasks for instructional personnel, and perform other related duties as assigned.

REPRESENTATIVE DUTIES

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Serve as a certified tester for state English language student assessments, if eligible
- Assist in the instructional support and delivery of small-group instruction
- Perform various recordkeeping and clerical duties associated with instruction
- May assist with student supervision
- May assist with instructional services to students with special needs, consistent with Individual Education Plans
- Assist in the maintenance and assurance of a clean, safe, attractive, and positive learning environment
- Maintain professional competence by participating in all offered professional development
- Travel between multiple sites using personal transportation, following traffic laws and safe driving practices
- May be asked to work summer schedule for new student testing

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Effective oral and written communication skills
- Core subjects, math, and ELA skills; correct usage of English language, both written and oral (spelling, grammar, punctuation, and pronunciation)
- Basic instructional methods and strategies
- Behavior management/modification strategies and techniques
- School safety and classroom procedures

- Interpersonal skills using tact, patience, and courtesy
- Computer skills, operation of office and classroom equipment, and routine recordkeeping

Ability to:

- Communicate clearly and effectively, orally and in writing
- Establish and maintain effective and cooperative relationships
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently with little direction
- Make accurate mathematical calculations
- Maintain regular attendance and punctuality

Education and Experience:

- High school diploma or equivalent
- Associate's degree (AA), or higher, or pass a district proficiency exam
- Any combination of experience and training that would indicate possession of the knowledge, skills, and abilities listed

License Requirements:

- Valid California Driver's License

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. There is possible exposure to bloodborne pathogens, body fluids, and communicable diseases. Occasional work with sharp objects (i.e. scissors) may be required.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 25 pounds. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact. Specific vision abilities including close vision, depth perception, and focus are required.

Approved: November 10, 1998

Revised: November 9, 2018

Revised: March 14, 2024