

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-BILINGUAL (Range 11)

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instruction to individuals or small groups of limited or non-English speaking students in a classroom; prepare or modify instructional materials and perform clerical duties as assigned; translate for parents and teachers.

REPRESENTATIVE DUTIES:

Assist with instructing and developing lesson plans in English and a second designated language; translate and interpret lessons from English to the designated language. *E*

Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction and following up on specific language, spelling, reading and other subject activities as directed; distribute and collect papers and supplies. *E*

Participate in and provide oral and written translation/interpretation in parent-teacher conferences, various meetings, telephone calls and other District communications with limited or non-English speaking students, parents and family members; translate notes, letters, report cards and other materials as necessary. *E*

Prepare, administer, score/scan and record tests and papers as directed, including proficiency placement tests; maintain student records and files as directed; assist students in reviewing homework assignments and test results. *E*

Perform a variety of clerical duties such as recording grades, assembling materials, taking roll, making phone calls to parents, maintaining records and files and typing and duplicating classroom or testing materials. *E*

Prepare and operate audio-visual, general office equipment and other instructional equipment. *E*

Report progress regarding student performance, attendance and behavior to teachers as requested. *E*

Attend Student Study Team (SST), Individual Education Plan (IEP), Bilingual Advisory Committee (BAC) and other meetings and in-service training related to bilingual curriculum or student-related issues. *E*

Monitor behavior of students at lunch or break periods as assigned.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.

Assist with special events as assigned.

Perform related duties as assigned.

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second language.
Child guidance principles and practices.
Positive behavior reinforcement techniques.
Basic subjects taught in the District schools, including grammar, spelling, language and reading.
Safe practices in classroom activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Reading and writing communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Assist with the instructional and related activities of the assigned learning environment.
Read, write and translate English and a designated second language.
Speak and interpret English and a designated second language.
Establish and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
Demonstrate an understanding, patient and receptive attitude toward individuals from foreign cultures and ethnic communities.
Perform clerical duties such as duplicating and maintaining record and files related to the instructional program.
Print and write legibly.
Understand and follow oral and written directions.
Read, interpret and follow rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Observe and control student behavior according to approved policies and procedures.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Incumbents are required to speak, read and write fluently in a second designated language.

High school diploma or equivalent and must meet one of the following requirements:

- Two years of higher education study (48 semester units); OR
- Associate's or higher degree; OR
- Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in a designated second language.

Standing for extended periods of time.

Bending at the waist and kneeling or crouching to provide assistance.

Seeing to read assignments and monitor student activities.

Dexterity of hands and fingers to operate various office and instructional equipment.