

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Primary Language Tutor/Bilingual

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Working with school age groups in organizations such as Scouts, Church, YMCA and PTA and/or any successful job experience in similar fields.

Education:

Must be "Highly Qualified" (NCLB Compliant) having a high school diploma or equivalent and one of the following:

- 2 years of study equal to 48 units
- Associates or higher degree
- Ability to pass the instructional aide proficiency test.

SUMMARY

Under the direct supervision of the school, principal or assigned certificated district employee assists in the conduct of a variety of instructional activities. Assists with the classroom operation. May assist in the preparation of instructional materials and provides routine clerical support. Assigned tasks will be in proportion to specified funding source. Performs other related tasks as assigned.

SPECIFIC RESPONSIBILITIES

1. Assists teachers with Spanish speaking (or other) backgrounds who do not have necessary English capabilities with the presentation of learning materials and by tutoring individuals or small groups of students intensively, using their native language and English translations;
2. Assists teachers by translating for parents, orally and in writing;
3. Assists in classroom operation following specific instructions;
4. Assists students in the development of communication skills and serves as an appropriate language model;
5. Assists in the reinforcement strategies as directed;
6. Corrects and grades student work products of an objective nature;
7. Assists in the preparation of instructional materials which may include typing, duplicating, gathering and organizing materials and setting up A.V. equipment;
- 8.* Assists with routine classroom procedures such as supervision opening exercises and clean-up activities, attendance, collecting materials, ordering milk and taking lunch count;
9. Collects, classifies and files materials for use in providing an appropriate learning environment;
- 10.* Supervises play area activities as assigned;
11. Seeks assistance for non-routine illness and injuries;
- 12.* Performs minor housekeeping tasks in maintaining a neat, clean and orderly classroom atmosphere;
- 13.* Assists with the arrangement and storage of classroom facilities including displays, furniture and accessories;

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04/19/00

14. Assists with clerical duties including typing and completing reports, forms and inventories;
15. Performs other related tasks as assigned.

* Prohibited duties of employees serving in positions supported by categorical funding.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Written and spoken English and written and spoken Spanish, or other foreign language, determined necessary to meet the needs of children from other national origins.
- Basic concepts of child development and typical child behavior characteristics;
- appropriate human relations and student needs;
- duties and responsibilities of an instructional aide;
- proper English usage, spelling, grammar and arithmetical concepts;
- routine filing and record keeping procedures.

Ability to:

- Demonstrate proficiency in oral and written English and Spanish (or other specified language);
- demonstrate a patient, receptive and empathetic attitude toward children;
- communicate satisfactorily in oral and written form and serve as an appropriate language model;
- observe and model instructional personnel teaching methods and procedures;
- understand and carry out oral and written directions;
- establish and maintain cooperative and working relationship with students and adults.