CLASS TITLE: **SENIOR INSTRUCTIONAL ASSISTANT, BILINGUAL**

DEFINITION: Under general supervision and evaluation by the site administrator, performs work of moderate difficulty in providing various specialized instructional support services in various educational programs requiring proficiency in another language; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Assists teachers in providing instructions or guidance to students receiving specialized educational services
- Assists students in learning or using equipment of instructional media
- Report information about a student which may have educational significance to the teacher
- Assists students in learning or using special tests
- Assist developing a record keeping system which will allow students to track their own progress
- Traveling from location to location may be required
- Sets up classroom for activities, lectures and discussions
- Explains instructions and assignment guidelines to students
- Support teachers with facilitating of materials, discussion topics and questions for small group discussion
- Addresses and answers student inquiries about course logistics or materials
- Works with students who require extra assistance

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; two years of experience; two years college level coursework in a field related to the particular work assignment.

Knowledge of:

- Appropriate subject matter, programs and special instructional or communications procedures
- Correct English usage, spelling, grammar, punctuation and mathematics
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Reading, writing and speaking English and a second language is required
- Applying special instructional or communications procedures
- Following oral and written directions
- Communicating clearly orally and in writing
- Recordkeeping
- Demonstrating patience and compassion
- Maintaining positive and encouraging demeanor
- Supporting the teacher’s classroom organizational system
- Maintaining a flexible schedule to meet with students when necessary

- Demonstrating knowledge of school standards and code of conduct

Ability to:

- Establish and maintain an effective working relationship with others
- Perform the duties of the position with or without accommodation

Licenses:

- A valid California Driver's License

Certificates and Other Requirements:

Ability to meet bilingual and proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.