CLASSIFIED			
Work Location	Roseland School District as Assigned	**Responsible To**	School Principal or designee
Work Year	10 months	**Hours**	Up to full-time
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

SUMMARY:
The Bilingual Secondary Instructional Assistant performs a variety of duties under the direct supervision of the School Principal or designee.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

- Assists with classroom instruction in college preparatory coursework including advanced levels of math and English.
- Works successfully with secondary students including those with limited English language development and special educational needs.
- Implements lesson plans developed by certificated teachers.
- Works successfully both with individual students and groups of students.
- Communicates directly with classroom teacher to insure that the student is mastering core curriculum.
- Prepares and delivers various tutorial sessions.
- Uses computers and instructional software for instructional purposes.
- Assists with student data collection and organizes materials and paperwork as assigned.
- Provides campus supervision and utilizes student behavior management strategies needed.
- Translates for a variety of purposes both oral and written as needed.
- Provides cafeteria supervision as assigned.
- Related duties as deemed necessary by School Principal or Designee.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:

- Minimum High school diploma/GED. AA or beyond highly desirable.
- Must pass a Roseland School District's Secondary Instructional Assistant Proficiency Test prior to employment to demonstrate ability to assist college bound high school students or possess an A.A. or higher or 48 units at an accredited institution of higher learning.
- Must demonstrate fluency in English and a specific language of District need.
- Department of Justice and FBI Fingerprint clearance
- Negative tuberculin test / risk assessment

- Experience supervising and instructing secondary students is desirable.
- Experience in working with English language learners is desirable.
- Good interpersonal skills; friendly, positive and cooperative with all staff.
- First Aid certification required.
- CPR certification desired.

PHYSICAL DEMANDS:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lifting or carrying up to 20 pounds.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate standard office equipment, computer and move about the work area.
- Sitting or standing for extended periods of time.
- Bending and twisting at the waist.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.
- Employees in this classification may be subject to work environments that have exposure to outdoor weather conditions.

Board Approved: April 15, 2020