

CLASS SPECIFICATION
Instructional Assistant – Bilingual Mandarin
Range 29

GENERAL PURPOSE

Under general supervision, provides instruction to individual or small groups of limited English-speaking students in assigned subject-matter areas to increase their English and Mandarin literacy and speaking skills; observes, monitors and records student performance and progress; assesses student levels and confers with teaching staff on student learning needs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Instructional Assistants – Bilingual Mandarin are responsible for tutoring and providing instruction to individual and small groups of limited English-speaking students to improve their English and Mandarin speaking and literacy skills. Work assigned to an Instructional Assistant – Bilingual Mandarin requires knowledge of subject areas applicable to an area of assignment and the ability to provide instruction to others in an effective manner.

Instructional Assistants – Bilingual are distinguished from Instructional Assistants in that incumbents in the former class are assigned to work with students that speak, read and write limited English and are required to demonstrate proficient bilingual and biliterate skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Works with and tutors individual and small groups of limited English-speaking children in completing reading, writing, mathematics, science and social studies lessons, assignments and homework; uses phonics and guided reading to increase student English and Mandarin literacy and speaking skills; reinforces English and Mandarin skills through drills, dialogues, practices, conversations and reviews; directs group activities as assigned.
2. Observes and records student behavior, performance and progress; confers with teachers to determine lessons and materials to meet student learning needs; performs and provides assessments of student levels.
3. Assists teachers by translating and explaining lessons and assignments to students in their primary language; translates school and class documents and materials for parents and students; translates for parents and teachers during conferences and meetings.
4. Under teacher direction and guidance, prepares instructional materials specific to limited English students; prepares multicultural artwork for use in classroom lessons.

5. Corrects and records student assignment and test scores; takes daily classroom attendance and maintains attendance records and registration.
6. Performs administrative functions in support of the classroom; calls parents as requested; duplicates materials and documents; runs errands for the teacher as needed; prepares and sets up work areas, displays and bulletin boards; operates audiovisual equipment.
7. Assists with language testing of new students for enrollment and placement purposes.
8. Supervises student classroom activities; covers the classroom as needed; supervises students during nutrition breaks as needed.

OTHER DUTIES

1. Works on special projects as requested by the teacher.

QUALIFICATIONS

Knowledge of:

1. Methods, practices and techniques of bilingual and biliterate instruction.
2. Assigned subject matter areas, including mathematics, grammar, spelling, language, reading, social studies and science.
3. Correct English usage, including spelling, grammar and punctuation.
4. Correct usage of a designated second language, including spelling, grammar and punctuation.
5. Administrative practices and procedures, including record-keeping and filing practices and procedures.

Ability to:

1. Effectively instruct students on English literacy and speaking skills in a bilingual and biliterate classroom environment.
2. Organize, set priorities and exercise sound judgment within areas of responsibility.
3. Organize and maintain confidential student records and files.
4. Communicate clearly and effectively orally and in writing.
5. Understand and follow written and oral instructions.
6. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
7. Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work.

Education, Training and Experience:

The applicant must have one of the following: Associates degree (or higher) from an accredited institution of higher learning, or 48 semester transferable units or successfully completed a District

approved test ie; (CODESP, or CBEST); Applicants must also include a verification of High School diploma/G.E.D if Associates degree is not submitted. Possession of the knowledge and abilities listed above.

Licenses; Certificates; Special Requirements:

Assignments require the ability to speak and write proficiently in Mandarin.

Upon acceptance of the District’s offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a classroom setting, and the noise level is generally quiet.

Board Approval _____