

Sweetwater Union High School District

INSTRUCTIONAL ASSISTANT - BILINGUAL

Purpose Statement

The job of Instructional Assistant-Bilingual is done for the purpose of assisting teacher/s in providing instruction to individual or small groups of limited or non-English speaking students by translating written materials or oral lectures; administering tests; performing classroom clerical tasks and serving as a resource to other school personnel requiring assistance with non-English speaking persons.

Essential Functions

- Assists limited on non/English speaking students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Consults with assigned teacher(s) on a regular basis regarding the bilingual skills and activities necessary for the purpose of providing the quality and quantity of supportive services required.
- Monitors and assists students through drill, study, and research activities after lessons and instructions have been provided by the teacher for the purpose of ensuring the student understands the instruction.
- Guides students in independent study (e.g. enrichment work, remedial work, etc.) for the purpose of ensuring student success.
- Translates verbal and written communication(s) (e.g. telephone and interpret for non-English speaking parents, etc.) for the purpose of assisting students, teachers and parents in communicating.
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Implements instructional programs and lesson plans, under the supervision of the teacher, for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Monitors individual students, (e.g. classroom, library, playground activities, learning center, etc.) for the purpose of providing a safe and positive learning environment.
- Assists teachers in performing clerical duties, (e.g. answer/receive telephone calls, maintaining filing systems, typing correspondence, inventory levels of office supplies, purchase requisitions, etc.) for the purpose of preparation and reinforcement of the presentation of bilingual learning materials and in the performance of other bilingual instructional activities.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating audiovisual equipment, computers, copying machines, and other equipment related directly to the instructional program.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: English and a second language included in the bilingual program(s) to which assigned, including literacy as well as aural/proficiency; general subject area with specific language facility for which paraprofessional application is made; and routine record keeping principles and practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different

processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: assimilate and use appropriate bilingual and multicultural education teaching strategies and materials; interpret from English to another language and from another language to English; and learn and utilize standard teaching aides applicable to the instructional program.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Education/Experience

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Required Testing

Pre-employment Proficiency Test or 48 college credits.
Speak, read, and write in a designated second language.

Certificates & Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; a nd
Criminal Justice Fingerprint/Background
Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Paraprofessional Job Description

Adopted by BOT 2/19/13

Salary Range: 42