INSTRUCTIONAL ASSISTANT - BILINGUAL

Purpose Statement
The job of Instructional Assistant - Bilingual was established for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students; serving as a resource to other school personnel requiring assistance with non-English speaking persons.

Essential Functions

• Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.

• Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom.

• Assists limited or non-English speaking students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.

• Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.

• Interprets verbal communication(s) for the purpose of assisting students, teachers and parents in communicating.

• Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.

• Translates written communication(s) for the purpose of assisting students, teachers and parents in communicating.

Other Functions

• Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

• Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.

• 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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: translating written documents; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation in both English and Second Language; age appropriate activities.

ABILITY is required to schedule activities; gather and/or 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 diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency and establishing and maintaining effective working relationships.
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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience
Job related experience is required.

Education
Targeted job related education that meets organization’s prerequisite requirements.

Equivalency
Required: All classes of Instructional Assistants must meet one of the following criteria: 1. completed at least two years of study at an institution of higher education; 2. obtained an associate’s degree or higher; or 3. high school education, GED, or equivalent. Experience: Some experience working in an organized setting with children whose primary language is not English

Required Testing
Pre-employment Proficiency Test
Pre-employment Physical Exam

Continuing Edu. / Training
None Specified

Certificates & Licenses
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status
Non Exempt

Approval Date
1/21/2009

Salary Grade
Clas 25