

## **INSTRUCTIONAL ASSISTANT - BILINGUAL**

### **DEFINITION**

Under supervision, to use English and a designated second language to assist teachers in classroom operations; to assist teachers in instruction and the reinforcement of instruction of students individually and in small groups in accordance with instructions; to provide instructional record keeping support; to perform routine clerical duties; and to perform related work as required.

### **CLASS CHARACTERISTICS**

Positions in this class are differentiated from those in the class of Instructional Assistant by the additional requirement of the District that incumbents possess and use a second language designated by the District to assist a classroom teacher and students in the assigned instructional program. Instructional Assistant-Bilingual positions require an employee who is certified as bilingual and/or bi-literate in one or more designated languages, in addition to English. American Sign Language or another manual form of communication may be designated as a second language.

### **EXAMPLES OF DUTIES**

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.*

Work with students individually and in small groups to read and discuss what was read; to complete arithmetic assignments and drill on facts; to review spelling words, sound words phonetically, and complete spelling assignments; to practice writing skills; to assist students in keyboarding and the use of computers and ancillary equipment in the classroom, library and other learning centers; to assist students in English language acquisition and reinforce instruction to ESL students; to reinforce teacher lessons and encourage students; to collect homework; to pass out class work; to present enrichment instruction/projects under the guidance of the classroom teacher; and to read to class and groups; monitor and correct student behavior; discuss student progress with teacher.

Assist classroom teacher in preparation for and presentation of lessons to students; set up learning areas and projects; prepare material for games and projects; put up and take down bulletin boards and classroom displays; display student work; assign class work and homework in accordance with teacher's plans; set up and operate audio visual equipment; turn on computers; format, label and make back-up computer disks, print student reports and computer assisted instruction.

Translate and interpret for non-English speaking students and parents; translate and interpret for school site staff.

Administer and score tests using answer key; record test results.

Monitor, assist, and direct the work of students; implement/maintain program activities and decorum in the temporary absence of teacher; support substitute teachers in the implementation of classroom instruction and individual student instructional programs.

Reinforce lessons and provide instruction and support to students with special needs; discuss and follow up with teacher on specific learning strategies and behavior problems as they occur with individual students/groups; implement behavior plans; accompany students to library, physical education and other campus locations; accompany students to cafeteria, assist in getting lunch and supervise behavior. Monitor students while on playground during recess and lunch time; instruct students in playground sports; console children and give basic first aid assistance for injuries (such as minor bumps or scratches which do not require further care) request appropriate assistance for more serious injury or illness; monitor students as they arrive and leave school and wait for busses and parent transportation; accompany and supervise students on field trips; participate in physical activities with assigned students. Instruct and model appropriate social behaviors.

Maintain student absence records; prepare and send notices of unsatisfactory behavior; contact parents to report absence and behavior problems; maintain class lists and student data using manual and automated record keeping; answer telephone; laminate instructional materials; maintain and update files; send forms to parents and teachers and follow-up to obtain return of information; make telephone contact with parents regarding scheduling of meetings; prepare requisitions for classroom supplies and materials; type forms and letters; inventory classroom materials and equipment.

Correct student work, compute and record grades in accordance with instructions provided by teacher; file work in student portfolios.

Participate in disaster preparedness drills.

Assist in maintaining an appropriate instructional environment by organizing materials, cleaning up work areas after learning activities, putting materials away after use, cleaning sink, desk and table tops; pack materials for storage during off track periods; unpack materials and prepare classroom for student use.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

## **QUALIFICATIONS**

### ***Knowledge of:***

General concepts presented in K-6 curriculum.

Practical learning patterns and behavior.

Basic concepts of child development and of the respective behavior characteristics.

General needs and behavior of students at the assigned age level.

Correct English usage, spelling, grammar, and punctuation.

Correct pronunciation, word usage, spelling, grammar, and punctuation of a second language designated by the District.

Reading and writing in English and phonics and basic reading principles.

Number concepts and general arithmetic.

Operation of standard office equipment.

Basic record-keeping techniques.

Appropriate safety precautions and procedures.

### ***Ability to:***

Communicate in English with students and motivate them to participate in learning activities.

Read, write, and speak a second language(s) designated by the district at a level necessary for job success.

Learn to reinforce teaching in special subject matter areas or to assist students who have special learning needs by watching teachers or specialists.  
 Learn and adapt to new procedures and conditions.  
 Recognize hazards to safety.  
 Learn laws, rules, practices, and procedures related to public education and related to the program to which assigned.  
 Perform routine clerical work.  
 Maintain accurate records.  
 Learn to use classroom technology, audiovisual equipment and other instructional equipment.  
 Supervise students in classrooms, on field trips, and out-of-doors.  
 Understand and carry out oral and written instructions.  
 Establish and maintain effective relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience working with children in a learning environment. College level education in child development, learning theory and areas related to the District curriculum is desirable.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT**

*The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

**PHYSICAL DEMANDS ASSOCIATED TASKS**

**Vision: (which may be corrected)**

Read normal print

**To perform tasks such as to:**

Read curriculum and grade student work

**Hearing: (which may be corrected)**

Hear sounds which warn of potential danger

**To perform tasks such as to:**

Supervise students and respond to emergencies; hear breaking glass or falling furniture; hear students cry or scream

Hear speech in classroom setting

Respond to student questions; listen to reading groups

**Speech:**

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom

Speak for prolonged periods

**To perform tasks such as to:**

Communicate with teachers and students

Reinforce instructions and talk to groups of students

Instruct and supervise students

**Upper Body Mobility:**

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects

Turn, raise, and lower head, twist and bend at torso

**To perform tasks such as to:**

Operate AV equipment, instruct students, and provide physical assistance to students (put on back pack, tie shoes, put on jacket, etc.), and write with chalk, pencil, and pen; score tests; use computer; record information

Supervise students and respond to emergencies

**Lower Body Mobility:**

Walk on uneven terrain  
Walk on even surfaces  
Climb stairs  
Bend at waist  
Stoop  
Stand for prolonged periods of 50 minutes

**Strength:**

To lift, push, pull, and/or carry objects which weigh as much as 25 pounds on an occasional basis

**Environmental Requirements:**

Constant work interruptions

Work around dirt/dust  
Work independently

Work cooperatively with others  
Work inside

**Mental Requirement:**

Read, write, understand, interpret, and apply  
reinforce information at 12th grade proficiency level  
Math skills at a 12th grade proficiency level  
Copying

Coordinating  
Judgment and processing information quickly

Learn quickly and follow verbal procedures

Listen  
Demonstrate  
Give verbal instruction

**To perform tasks such as to:**

Supervise students on playground  
Supervise students in the classroom setting  
Follow disaster plan  
Operate office/AV equipment  
Assist students tying shoes; clean classroom  
Circulate throughout classroom

**To perform tasks such as to:**

Transport and operate AV equipment; lift box of materials

**To perform tasks such as to:**

Instruct and supervise students; respond to student questions  
Supervise students outdoors  
Instruct groups of students in absence of teacher; supervise students during recess  
Coordinate activities with teachers and staff  
Perform all classroom duties

**To perform tasks such as to:**

Read and understand curriculum; instruction in all subject areas  
Reinforce instruction; correct and grade papers  
Document information and maintain student records  
Set up projects, field trips  
Make quick decisions to work safely and effectively with students  
Reinforce teacher instruction; assist teacher by following spontaneous instructions; follow instructions in emergency; follow child abuse reporting procedures  
Understand student questions  
Reinforce teacher lessons  
Instruct and supervise students