

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT-BILINGUAL

DEFINITION

Under general supervision, to assist a certificated employee in providing a variety of instructional activities through the medium of another language; to perform a variety of clerical and supportive tasks for teachers and students which require fluency in another language; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished by the requirement for proficiency in a second language. Incumbents are expected to promote the students' positive self-concepts; promote cross-cultural understanding; and provide, when necessary, academic instruction through the primary language..

DUTIES AND RESPONSIBILITIES

(Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.)

- Administers tests for incoming students, monitors their progress in learning to communicate effectively in the English language, reports results (cum folders);
- Tutors individuals and small groups of students to reinforce and follow-up learning activities;
- Monitors and assists students in activities such as drill, practice, and repetition;
- Communicates in the target language with students to help clarify content, instructions, and answer questions;
- Oversees and supervises students in a variety of learning environments;
- Sets up and may operate audio-visual equipment
- Communicates regularly with teachers to monitor student's progress;
- Participates in student meetings (SSTs, IEPs, Title 1 meetings, DAC, etc.);
- Translates for parents in meetings and translates school notices and memos;
- Advocates for EL families and students.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Math, spelling, grammar and English usage sufficient to pass the District adopted competency test.

Ability to:

- Proficiently read, write and speak the target language;
- Provide oral language development skills for non- or limited English speakers in both English and primary language;
- Give directions clearly;
- Write legibly in English and the target language;
- Learn and utilize standard teaching aids and office machines;
- Read and understand test instructions, teacher manuals and guidelines;
- Perform routine clerical work;
- Understand and carry out oral and written directions;
- Maintain cooperative and effective working relationships with children and adults.

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TRAINING 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.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 25 pounds and is an infrequent aspect of the job.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 18 of the ACUSD Classified Salary Schedule.