

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide primary language assistance to English Language Learners (ELL); provide supplementary instruction for students; tutor individual or small groups of students in need of additional assistance in the student's primary language; assist with testing activities including administering and scoring tests.

Assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as needed.

Read books to students and observe reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with spelling and writing exercises and assignments.

Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments; record grades; maintain student records and files as assigned.

Provide classroom support to the teacher by setting up work areas and displays, distributing and collecting paper, supplies and materials.

Operate a variety of classroom and office equipment such as copiers, overhead projectors, paper cutters, laminators, computers and assigned software.

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students in answering questions, providing proper examples, friendly attitude and general guidance.

Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as directed; oversee groups of students in lunchroom, recess and other playground activities as assigned; report progress regarding student performance and behavior.

Assure the health and safety of students by following established practices and procedures;

Adopted by the Board on January 29, 2008

maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials.

Attend meetings and in-services as assigned.

Serve as an interpreter for parent conferences, Individual Education Plan (IEP) meetings and telephone calls as needed; translate written communications and send to parents as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Child guidance principles and practices.

Safe practices in classroom and playground activities.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Read, write, translate and interpret English and a designated second language.

Assist in the preparation of instructional materials and implementation of lesson plans.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Perform clerical duties in support of classroom activities.

Maintain records and files.

EDUCATION AND EXPERIENCE:

Adopted by the Board on January 29, 2008

Special Qualifications upon hire for positions at a school site pursuant to the “No Child Left Behind Act of 2001”:

- Complete at least two (2) years of study at an institution of higher education (college level) or forty-eight (48) semester units, including a math and an English class;

OR

- Obtained an associate’s (or higher) degree;

OR

- Pass an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics **OR** reading, writing and mathematics readiness.

One year of paid or volunteer experience working with school-age children desired.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.