

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

**JOB TITLE:** Bilingual Instructional Assistant – Expanded Learning

### **DESCRIPTION OF BASIC RESPONSIBILITIES**

To assist the Expanded Learning Program Site Coordinator in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities related to an effective safe learning environment.

**SUPERVISOR:** Expanded Learning Program Site Coordinator and/or Site Administrator

### **TYPICAL DUTIES**

1. To assist the Expanded Learning Program Site Coordinator with instruction of individuals and small groups of students in various learning situations in English and/or the designated language.
2. To interpret/translate for students and parents/caregivers who speak a designated language or are learning English.
3. Supervise students to maintain an effective environment.
4. Organize instructional environment; set up materials for daily activities, and maintain neat and orderly instructional areas.
5. Prepare materials and/or equipment for use in activities; gather appropriate resource materials.
6. Monitor student progress through observation, relationship building, and maintenance of accurate student records.
7. Administer, check, and record daily assignments and homework.
8. Support activities such as *Science Technology Engineering Art Math* (STEAM), social emotional learning (SEL) and Creative Engagement sessions.
9. Assist students with assigned work; listen to students read, answer questions, reinforce academic skills.
10. Implement school-wide discipline and program policies.
11. Perform clerical duties specifically related to instruction as assigned.

12. Attend in-service training, parent conferences, and meetings as assigned.
13. Perform other duties similar to the above in scope and functions as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- age appropriate methods of tutoring and motivating students;
- proper use of English, spelling, and grammar;
- general office procedures, practices, and equipment;
- classroom procedures and children's instructional and recreational activities, games, arts and crafts.

### **Ability to:**

- demonstrate proficiency in reading, writing, and mathematical skills;
- supervise students in a variety of situations;
- communicate fluently in a designated foreign language(s) in both oral and written form;
- Understand the needs of non-English speaking and/or bilingual children and to effectively relate to those needs in an appropriate learning situation;
- establish and maintain accurate records and files;
- maintain the security and confidentiality of specified records and information;
- follow District policies and school rules and regulations regarding students;
- communicate effectively in both oral and written forms;
- establish and maintain effective work relationships with those contacted in the performance of required duties;

### **Education:**

High School Diploma or equivalent

### **Requires:**

- CPR/First aid certificate
- Pass the District's Instructional Assistant Exam
- Pass the District's Spanish translation test
- Criminal Justice fingerprinting clearance
- TB Test Clearance

Board Approved: March 23, 2022