

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Instructional Assistant/Bilingual

DESCRIPTION OF BASIC RESPONSIBILITIES

To assist a Teacher in the instruction, supervision, and training of individual or groups of bilingual students by performing a variety of instructional support activities related to an effective learning environment.

SUPERVISOR: Principal

TYPICAL DUTIES

1. To assist teachers with instruction to individuals or groups of students in reading, writing, and speaking English as a second language and assists bilingual students in other academic subject areas.
2. Interprets for limited English speaking students in a regular classroom by translating assignments, explanations, or instructions.
3. Uses flashcards, games, worksheets, drills, and a variety of study aids and techniques.
4. Administers a variety of tests and quizzes, records results, and consults with teacher regarding student progress.
5. Organizes work areas and assembles learning materials.
6. May order classroom related supplies, forms, instructional, or audiovisual materials.
7. Observes, assesses, and records each students learning experiences, activities, and progress.
8. Supervises students to maintain an effective learning environment, disciplining as necessary.
9. Performs clerical duties specifically related to classroom instruction as assigned.
10. Prepares specialized learning materials and instructional aids according to direction and specification.
11. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Specialized academic and/or skill area(s) and related learning situations;
- Proper English usage, vocabulary, and grammar.

Ability to:

- Understand and carry out both oral and written instructions in an independent manner;
- Understand the needs of students and effectively relate to those needs in appropriate learning 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 effective work relationships with those contacted in the performance of required duties.

Requires:

- First Aid Certificate including CPR
- California State Drivers License

MEDICAL CATEGORY I

Light Physical Effort

1. Normally assigned to work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum, or carry any object weighing up to 15 lbs.

Adopted by Board 11-15-93