

JOHNSTONVILLE ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: Instructional Aide ~ 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 interpreting written materials and oral lectures; serve as an interpreter for teachers or non-English speaking parents as directed; perform a variety of clerical support duties including maintaining student records and files.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist certificated teachers in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; interpret for teachers, administrators or non-English speaking parents as assigned.
- Monitor students in the classroom to assure understanding of material being presented; answer student questions; assist students in reviewing homework assignments and test results; assist students with letter and word pronunciation and recognition.
- Assist in the administration and scoring of assessment tests according to established guidelines and requirements; assist in determining English proficiency of identified students; explain results to appropriate parties as needed; maintain related records and files.
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials and maintaining various records and files; organize materials to assist student learning; answer telephones and assist callers as assigned by the position.
- Observe and redirect behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior to the teacher.
- Read age-appropriate stories to students; assist in the development of student writing skills.
- Assure the health and safety of students by following health and safety practices and procedures; maintain the learning environment in a safe, orderly and clean manner.
- Direct group activities of students as needed; assist in monitoring recesses, assemblies and playgroup activities; accompany students on field trips as assigned.
- Communicate with the teacher in order to exchange information and resolve issues or concerns.

- Operate a variety of office and classroom equipment including a copier, computer and designated software.
- Monitor, and redirect if necessary, student behavior and activity during lunchtime, breakfast, recess or other break periods; direct students to serving line, tables, classrooms or other appropriate areas; distribute, collect and store play equipment as assigned.
- Observe, and redirect if necessary, student behavior in lunchroom, halls, restrooms, playgrounds, or other areas according to established policies and procedures; report student behavior issues to appropriate personnel.
- Confer with students, administrators, and teachers concerning student behavior and assigned activities.

OTHER DUTIES:

- Attend and participate in parent conferences and a variety of meetings as assigned; serve as an interpreter at parent conferences and meetings as assigned.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct oral and written usage of English and a designated second language.
- Basic child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in school, including arithmetic, grammar, spelling, language and reading.
- Problems and concerns of students with special needs.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment, including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- First aid and CPR procedures.

ABILITY TO:

- Read, write and interpret English and a designated second language.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction for individual or small groups of students as directed by the teacher.
- Monitor, observe, and report student behavior and progress according to approved policies and procedures.
- Understand, and relate to, children with special needs.

- Perform a variety of clerical duties, including duplicating materials.
- Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment, including a computer.
- Observe health and safety regulations.
- Maintain routine records as directed by the teacher.
- Monitor student behavior and activity during lunchtime, recess, or other break periods.
- Observe, and redirect if necessary, student behavior in the lunchroom, halls, restrooms, playgrounds, or other areas.
- Learn and explain school rules, policies, and regulations.
- Use assigned software at an introductory level.
- Maintain consistent, punctual, and regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Graduation from high school or equivalent;
- Experience working with children in an educational or child care setting; or
- Any combination of training and experience that could likely provide the desired knowledge and abilities.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom environment.
- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and monitor student activities.
- Bending at the waist, kneeling, or crouching to assist students.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders, and horizontally.