DEFINITION
Under general supervision, to perform a variety of instructional support duties involved in providing instructional assistance to individuals or small groups of Hmong and/or Laotian speaking students in a classroom; to translate for parents and teachers as necessary; and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Assists in administering primary language proficiency testing.
- Provide translation to and from English and Lao and/or Hmong.
- Provide primary oral language development.
- Promote pride in and awareness of the students' culture and encourage the development of a positive self-image.
- Promote understanding of American cultural mores.
- Facilitate communication between classroom teachers and students and between the school and the parents of the students.
- Assist students in developing applicable reading and writing skills in the primary language; assist students with subject matter assignments in English and English as a second language.
- Assist certificated teaching staff with the development and preparation of instructional materials.
- Assist certificated teaching staff with the presentation of learning materials and instructional exercises for students.
- Assist teachers by making telephone calls and home visits to limited or non-English speaking parents to translate and interpret a variety of information; interpret at parent/teacher conferences.
- Translate school newsletter and other school notices requiring knowledge of proper Hmong and/or Lao grammar.
- Assist individuals or small groups of students with academic and social skills and the achievement of goals; reinforce instruction to individuals or small groups in a variety of subjects, including language arts, mathematics, social science and science.
- Provide support to the teacher by setting up work areas, displays and exhibits; operating audiovisual equipment and educational training equipment; distributing and collecting papers and supplies; preparing bulletin board materials and decorating the classroom; assisting in maintaining a neat, orderly and attractive learning environment.
- Communicate all matters of importance to teachers and specialists; communicate important information to parents when so directed by the teacher.
- Attend and participate in staff meetings and in-service activities as assigned; attend workshops, conferences and classes to increase professional knowledge.
- Establish rapport with students; help build confidence, self-esteem and responsible behavior in students through one to one and/or small group interaction.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Basic subjects taught in schools.
- English usage, spelling, grammar and punctuation.
- Language, vocabulary and grammar of the Hmong and/or Lao dialects.
- General needs, learning styles and behavior of children.
- Basic clerical procedures.
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- Simple record keeping procedures.
- General methods of education and tutoring.
- General needs, learning styles and behavior of children.
- Basic child development theory and principles.
- Basic techniques to motivate students and manage student behavior.
- Safe work practices.
- Reading, language development, and mathematics equivalent to high school competencies.

**Skill to:**
- Learn to operate equipment used as educational aids.
- Operate office equipment.

**Ability to:**
- Learn the procedures and functions necessary to perform assigned duties.
- Learn instructional terminology, program philosophies, concepts, materials, methods and procedures.
- Learn child guidance principles and practices.
- Read, write and converse in both English and Lao and/or Hmong.
- Effectively direct the work of individual students and groups of students.
- Recognize potential of students and encourage their participation in educational programs and activities.
- Assist with the instructional and related activities of the assigned learning environment.
- Support the assigned teacher's style of classroom management.
- Supervise and discipline students according to approved policies and procedures.
- Perform clerical duties, including filing and duplicating.
- Maintain accurate records.
- Maintain confidentiality of student and school information.
- Demonstrate an understanding, patient and receptive attitude toward children.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

**Experience:**
- Some experience working in an organized education or child care setting.

**Training:**
- Equivalent to the completion of the twelfth grade. Supplemental specialized training in child development, education or a related field is desirable.

**Special Requirements:**

Essential duties require the following physical skills and work environment:
- Ability to work in a standard classroom environment.
- Passing the District competency test for Instructional Assistants.