

**CHICO UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL ASSISTANT - BILINGUAL**

DEFINITION

Under general supervision, to perform a variety of instructional support duties involved in providing instructional assistance to individuals and small groups of students with limited or non-English speaking skills; 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

- Assist teachers with the development, preparation and reinforcement of bilingual learning materials and in the performance of other bilingual instructional activities.
- Provide instruction to assigned limited or non-English proficient students in their primary language; assist in the acquisition of the English language by providing instruction in the areas of reading, language arts, mathematics, English as a second language, social behavior and other areas as necessary.
- 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 designated language grammar.
- Assist and advise parents and/or guardians on students' progress and understanding what agencies are available to aid students and their family members with language problems.
- Confer with teachers concerning programs and materials to meet students' needs; alert teacher to any special problems or information concerning students.
- Assist staff with the preparation of instructional and testing materials; administer and score tests; assist in the preparation of graphic and written teaching materials.
- 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; develop creative methods and techniques for working with students within the suggested framework of the teacher; review plans with the teacher to ensure correct teaching techniques are being utilized for each student.
- At the direction of the teacher, assist in evaluating student progress in a wide variety of skills; correct papers; report progress regarding student performance and behavior to the teacher.
- Observe and manage behavior of students according to approved procedures; assist in maintaining order among the students in the classroom and on the school grounds; supervise students as assigned in the classroom, playground or cafeteria; accompany students going from one location to another; assure the continuance of classroom activities and discipline when the teacher is absent from the room.
- Perform a variety of clerical duties, including recording information, compiling and maintaining records and files, preparing reports, operating machines and assembling packets and materials for students.
- 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; assist in maintaining a neat, orderly and attractive learning environment.
- Assist teaching staff in assessing programs and materials to meet the needs of the students; collect, assemble and distribute learning materials, supplies, equipment and other resource materials; order instructional material and aids when necessary.
- 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.
- May work with orthopedically or physically handicapped students, including taking care of individual physical health care needs.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic subjects taught in schools;
- Language, vocabulary and grammar of a designated second language;

- English usage, spelling, grammar and punctuation;
- Basic clerical procedures;
- Simple record keeping procedures;
- General methods of education and tutoring;
- General needs, learning styles and behavior of students;
- 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;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Read, write, speak and translate from and to English and designated second language;
- 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 students;
- 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, EDUCATION, 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.
- Experience working with limited-English students and using bilingual skills is highly desirable.

Training:

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

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Pass the District competency test for Instructional Assistants/Paraprofessionals.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard classroom environment.