

	INSTRUCTIONAL AIDE, BILINGUAL	<p style="text-align: center;">Classified Position</p> <p>Initial Date: March 11, 1976 Board Approval: April 24, 2012 Revision Date: April 3, 2012 Personnel Commission: February 27, 2013 Range: 41 Reports to Site Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of an assigned supervisor; assists a teacher in reinforcing instruction to individual or small groups of bilingual or English language learners (ELL) in a classroom environment and maintains an effective learning environment for students. Assists in the preparation of instructional materials and implementation of instructional activities; performs related clerical duties. This job class requires a high degree of positive contact with students and staff. Employees in this job classification are required to be fluent in English and designated second language.

REPRESENTATIVE DUTIES:

- Works with students in small groups or in prescribed one to one assignments to reinforce and enrich learning activities in basic academic, language and/or specialized subject areas under direction of teacher
- Communicates with students in English and a designated second language to facilitate the learning process; may act as an interpreter for students
- Participates and assists teacher in communicating with parents/guardians regarding student conferences and meetings; provides oral and written translation between students, teachers, parents and staff as needed
- May be required to attend IEP meetings when language is a barrier and act as translator
- Prepares instructional materials for individual students as directed by the teacher and performs a variety of clerical duties in support of classroom activities
- Observe and control behavior of students in the classroom according to established policies and procedures; monitors students during outdoor and various other instructional, recreational and meal time activities as assigned
- Provides support to the teacher by setting up work areas and maintaining a clean, safe, and cooperative classroom and learning environment
- Assists in testing and translating activities as assigned; operate a computer and assigned software; maintains daily records of achievement and behavior
- Assures the health and safety of students by following health and safety practices and procedures
- Assists in providing minor First Aid, administering and recording medication disbursement, CPR and EPI-PEN injection as deemed appropriate with established training procedures and policies
- Assists in the supervision and monitoring of students during outdoor and various other activities as assigned
- May assist students in daily living activities including but not limited to toileting, nutrition, social skills, and adaptive skills
- May accompany and supervise students on community based instructional outings, work programs, and/or field trips
- Maintains confidentiality of student records and classroom information in accordance with legal requirements and policies
- Attends and participates in meetings and in-service training programs
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of basic concepts of child development, behavior, and guidance practices
- Knowledge of proper English usage, grammar, vocabulary, spelling and punctuation as well as fluent in a second language as designated and communicate both orally and in writing

- Ability to maintain classroom discipline and assist in the management and shaping of student behavior; ability to take direction and supervision while working independently
- Ability to exercise tact, diplomacy, and good judgment in dealing with students and demonstrating patience and understanding
- Ability to recognize and report health and safety regulations and policies
- Knowledge of general clerical skills
- Ability to monitor, observe and report student progress according to approved policies and procedures
- Ability to operate a variety of classroom and office equipment
- Ability to maintain records and report student progress and meet schedules and time lines

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Fluent in English and second language as designated is required
- (P.L. 107-110 January 8, 2002): Candidates must satisfy one of the following requirements:
 - Complete two (2) years of higher education study (minimum 48 units) or
 - Obtain an AA degree, or
 - Obtain a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics readiness (NCLB Certificate)

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor classroom working environment; occasional outdoor environment in common areas and playground and bus supervision in school environment

PHYSICAL DEMANDS:

- Performs kneeling, stooping, standing and lifting, sitting for extended periods of time
- Seeing, hearing and speaking to exchange information
- Bending, twisting, pushing, pulling, climbing, squatting, crawling and kneeling to perform duties
- Dexterity of hands and fingers
- May be required to lift not more than 50 pounds without assistance
- Moderate to high stress level

HAZARDS:

- Exposure to body fluids; all body fluids should be handled as if infectious
- Exposure to risk of tripping and falling and /or physical contact

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.