

## LAGUNA BEACH UNIFIED SCHOOL DISTRICT

### Job Description: Instructional Assistant, Bilingual Support

#### **BASIC FUNCTION:**

Under general supervision of the site administrator and the direction of the Teacher on Special Assignment for English Language Development and ELD site teacher(s) as appropriate, to perform a variety of bilingual/bicultural instructional activities; to perform a variety of supportive tasks and follow-up activities; to serve as an interpreter for community members with limited English speaking ability; to support ELD implementation, and to do other related work as required.

#### **ESSENTIAL DUTIES:**

- Assists instructional personnel in the implementation of individual educational plans for students experiencing bilingual/bicultural instructional needs.
- Tutors individuals and small groups of students to reinforce and follow up learning activities.
- Assists students in the development of appropriate social behaviors.
- Performs a variety of behavior management and behavior shaping functions.
- Develops and assists in the development of specialized instructional materials.
- Assists in the development and maintenance of student records and files.
- Administers and scores tests to determine student language proficiency levels.
- Requisitions, stores, distributes, and maintains an inventory of educational instructional materials.
- Assists in the development and maintenance of a learning environment appropriate to the special instructional requirements of students.
- Uses a second language and provides cultural experiences to assist students with bilingual/bicultural needs.
- May serve as a translator to facilitate communication with monolingual, non-English speaking members of the school community.
- Performs language census surveys, testing, and records the results.
- Develops and updates schedule and instructional plans for support staff and substitute use.
- Supervises students and supports activities on school play area to ensure safe physical activities and games, as directed by supervisor.
- May assist certificated staff with testing administration.

#### **OTHER REPRESENTATIVE DUTIES:**

- May make home visits to assist in the interpretation of education programs and activities, and to encourage participation in the educational process.
- May translate school-wide and district-wide materials, such as, letters to parents, documents, brochures, invitations, schedules for events, etc. for parents who may be non-English readers/ speakers.
- Participates in staff development activities and professional learning communities as appropriate.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge of:**

- Child development and behavior characteristics.
- Behavior management strategies and techniques utilized with bilingual/bicultural students.

- Appropriate English usage, punctuation, spelling, and grammar, and second language usage as appropriate to the assignment.
- Basic arithmetical concepts.
- Routine record storage, retrieval, and management procedures.
- Instructional strategies utilized with bilingual/bicultural students.

**Ability to:**

- Demonstrate an empathetic, patient, and receptive attitude with students experiencing bilingual/bicultural instructional needs.
- Interpret, understand, and follow specific student educational plans and courses of study.
- Communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and to serve as an appropriate language model.
- Perform routine clerical tasks and operate a variety of education and office related machines and equipment.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with pupils and adults.

**MINIMUM QUALIFICATIONS**

**Experience:**

Two years paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs.

**Education:**

Equivalent to the completion of the twelfth grade, with coursework or training in child growth and development, instructional technology, or bilingual/bicultural instructional processes.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS**

**Environment:**

- School, classroom and playground environments
- Moderate noise level
- Outdoor weather conditions

**Physical Requirements:**

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance.
- Ability to climb stairs.
- Ability to see for the purposes of reading instructional materials, documents and other printed matter, for observing students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to operate technology, computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.