

JOB TITLE: INSTRUCTIONAL AIDE II – BILINGUAL/BICULTURAL

BASIC FUNCTION

Under general supervision, 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 a limited English speaking ability; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- 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 language development and learning activities
- Assists students in the development of appropriate social and adaptive 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 related student records and files
- Administers and scores criterion referenced tests, language proficiency tests and general aptitude tests
- Serves as a liaison between the student and other members of the school staff
- Requisitions, stores, distributes and maintains an inventory of bilingual/bicultural educational materials, supplies, and equipment
- Assists in the development and maintenance of a learning environment appropriate to the special instructional and language requirements of students
- Uses a second language and provides cultural experiences for students with bilingual/bicultural needs
- Serves as a translator and interpreter to facilitate communication with non-English speaking members of the family and the school community
- Performs language census testing and record the results
- May make home visits to assist the family in understanding the educational programs and activities and to encourage participation in the educational process

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Perform routine clerical tasks and operate various educational and office related machines and equipment
- 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
- Establish and maintain positive and effective working relationships
- Skillfully handle difficult situations using good judgment
- Prioritize and identify needs and solve problems independently as appropriate

Knowledge of:

- Subject matter in the areas of mathematics, writing and reading as defined by the No Child Left Behind Act (NCLB) of 2001

- Child development and behavioral characteristics and the cultural attitudes of children with bilingual/bicultural instructional needs
- Behavior management strategies and techniques utilized with students experiencing bilingual/bicultural instructional problems
- Appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment
- Basic arithmetical concepts
- Routine record storage, retrieval, and management procedures
- Instructional strategies used with students involved with bilingual/bicultural instructional problems

Ability to:

- Demonstrate an empathetic, patient, and receptive attitude with students experiencing bilingual/bicultural instructional needs
- Read and converse in English and the designated language
- Interpret, understand, and follow specific student educational plans and courses of study
- Learn to develop and utilize a variety of appropriate instructional materials and procedures to assist students with their educational programs
- Establish and maintain cooperative working relationships with children and adults
- Understand and carry out oral and written directions with minimal supervision
- Work courteously and tactfully with co-workers, students and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to superior as appropriate
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Minimum of one (1) year of paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs is preferred.

Education:

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

NCLB REQUIREMENT

Paraprofessionals who assist in classroom instruction and are hired using Title I funds after January 8, 2002, must meet the following requirements:

- Complete two (2) years of higher educational study equivalent to 60 semester units, **or**
- Possess an Associates or higher degree, **or**
- Pass the District's academic assessment exam

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a current First Aid Certificate including CPR, issued by the American Red Cross or American Heart Association