

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 to assist 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 a variety of 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.

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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.
- 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

The physical requirements indicated below are examples the physical aspects of this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This job involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception imparting oral information, the manual dexterity to operate business related equipment, and manipulate various materials and objects are important aspects of this job.

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

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Minimum of one 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. Demonstrates an ability to read and converse in English and the designated language.

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 years of higher educational study, or
- Obtain an Associate's or higher degree, or
- Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing and mathematics or mathematics readiness. **This local academic assessment is included in the District's written examination for this job classification.**

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of a Community First Aid Certificate issued by the American Red Cross, including Community CPR training.