

UNION SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - ENGLISH LANGUAGE LEARNER

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of limited or non-English speaking students in a classroom environment; provide instructional support; assist in the implementation of lesson plans.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in reinforcing instruction to individual or small groups of limited or non-English speaking students in a classroom environment; monitor and oversee student drills, practices and assignments in various subjects; confer with the teacher concerning instructional activities and materials to meet student needs.

Communicate with students in English to facilitate the learning process; may provide oral and written translation between students, teachers, staff, administrators and parents; explain and assure student understanding of classroom assignment and homework instructions.

Assist students in completing classroom assignments, homework and projects in various subject areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; monitor and report student progress.

Maintain information related to students and assigned activities as required.

Serve as liaison and facilitate communication between parent, teacher and principal.

Be familiar with a variety of classroom and office equipment such as copiers, laminators, paper cutters, fax machines, computers and assigned software.

Assure the health and safety of students by following health and safety practices and procedures; maintain classroom and other assigned areas in a safe, orderly and clean manner.

May serve as an interpreter for parent conferences, telephone calls, meetings and other matters as needed; assist with scheduling and arranging meetings and conferences as required.

Observe and control behavior of students in the classroom according to established policies and procedures; may monitor students during outdoor recess and various other activities as assigned; monitor and report progress regarding student performance and behavior.

Accept, respect and integrate the students' previous linguistic and culturally diverse experiences.

Attend mandatory trainings as required by your position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language;
Child guidance principles and practices;
Safe practices in classroom activities;
Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading;
Basic instructional methods and techniques;
Classroom procedures and appropriate student conduct;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Operation of standard office and classroom equipment;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy; and
Record-keeping techniques.

ABILITY TO:

Reinforce instruction to individual or small groups of limited or non-English speaking students;
Assist with instruction and related activities in a classroom or other learning environment;
Assist in the preparation of instructional materials and implementation of lesson plans;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing;
Monitor, observe and report student behavior and progress according to approved policies and procedures;
Read and write English and possibly a designated second language;
Observe health and safety regulations;
Maintain records and files;
Understand and follow oral and written instructions;
Operate standard office and classroom equipment;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

Bilingual oral and/or written fluency preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License **may** be required.
First Aide and/or CPR (may be required; training will be provided)

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and outdoor environment
Constant interruptions

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;
Ability to conduct verbal conversation;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Kneel or squat for extended periods of time;
Climb slopes, stairs, steps, ramps and step ladders;
Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
Lift and or carry up to 10 or more pounds frequently;
Lift and or carry up to 20 or more pounds occasionally;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; and
Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.