

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Bilingual Assistant/Primary Language

DESCRIPTION OF BASIC RESPONSIBILITIES

To assist a teacher in providing English Language Development and English Proficient students in a classroom and/or pull-put learning environment.

SUPERVISOR: Principal

TYPICAL DUTIES:

1. Assist in providing students curriculum access, presenting instructional materials, and to review/preview specific concepts.
2. Communicate with students in English to facilitate students' fluency.
3. Assist in planning and developing a set of goals and objectives for each student according to curriculum and program requirements.
4. Observe, assess and record each student's learning experiences and activities.
5. Supervises students to maintain low anxiety, an effective learning environment, and discipline when necessary.
6. Confer with teacher and/or administrator regarding students' progress, program evaluation, and problem areas.
7. Confer with parents by phone, and writing and in personal conferences.
8. Attend meetings and in-service training related to ELD curriculum or student related issues.
9. Prepare specialized learning materials and instructional aids according to teacher direction and specifications.
10. Prepare and administer tests and papers, maintain student records and files.
11. Perform a variety of clerical duties such as assembling materials, preparing individual profile charts, maintaining records and files, and typing and duplicating classroom materials.
12. Prepare and operate audio-visual, general office equipment and other instructional equipment.
13. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
14. Perform other related duties similar to the above as required.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Correct oral and written use of English.
2. Positive behavior reinforcement techniques.
3. Basic District curriculum including math, science, and social science.
4. Safe practices in classroom activities.
5. Reading, writing, listening, and speaking communication skills.
6. Interpersonal skills such as tact, patience and courtesy.
7. Basic record-keeping techniques.
8. Classroom procedures and conduct.

Ability to:

1. Read, write, and speak English.
2. Understand and carry out both oral and written instructional methods in an independent manner.
3. Organize and implement various instructional methods and materials to achieve assigned goals.
4. Understand the needs of non-English speaking and/or bilingual children and to effectively relate to those needs in an appropriate learning situation.
5. Demonstrate understanding, patient and receptive attitudes toward individuals from foreign cultures and ethnic communities.
6. Perform clerical duties such as duplicating and maintaining records and files related to the instructional program.
7. Read, interpret and follow rules, regulations, policies and procedures;
8. Observe and control student behavior according to approved policies and procedures.
9. Operate instructional and general office equipment.
10. Communicate effectively both orally and in writing.
11. Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. High School diploma or equivalent.
2. Experience working with youth in an organized setting and some experience working with people of various cultures.
3. District's language tests to demonstrate proficiency in English.
4. TB Test clearance.
5. Drug test clearance.
6. Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Hear and speak to exchange information.
2. Stand for extended periods of time.
3. Bend at the waist and kneel or crouch to provide assistance.
4. See to read assignments and monitor student activities.
5. Dexterity of hands and fingers to operate various office and instructional equipment.