

MESA UNION SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or groups of limited or non-English speaking students; prepare materials and perform clerical duties in support of classroom activities; translate for parents and teachers as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist a certificated teacher in providing instruction to individual or groups of limited or non-English speaking students; reinforce instruction as directed by the teacher; communicate with students in English and in a designated second language to facilitate the learning process.

Assist in the proctoring and scoring of tests and student assignments; assemble student lesson packets; prepare, copy and distribute classroom materials and visual aids.

Monitor and control student behavior in the classroom, on the playground and during lunch; assure health and safety regulations are observed.

Assist in student activities such as drills, practices and exercises; utilize flash cards, phonics and other materials; monitor and report student progress and performance; assist in determining English proficiency of identified students as directed.

Assist in recording grades and taking roll; distribute and account for textbooks, equipment and other instructional materials.

Read books to students and observe reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with writing exercises and assignments.

Provide oral and written translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate notes, letters and other materials as needed.

Set up and operate audio-visual equipment; operate a variety of classroom and office equipment including a calculator, typewriter, laminator, copier, computer, and others as assigned.

Maintain learning environment in a safe, orderly and clean manner; assist in preparing exhibits, displays and bulletin boards.

Perform clerical duties in support of classroom activities such as maintaining records, logs, student folders and files.

OTHER DUTIES:

Research, collect, assemble, catalog and distribute resource materials as assigned.

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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 and playground activities.

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic record-keeping techniques.

ABILITY TO:

Maintain confidentiality of privileged information

Assist a certificated teacher in providing instruction to individual or groups of limited or non-English speaking students.

Monitor, observe and report student behavior and progress according to approved policies and procedures

Read, write, translate and interpret English and a designated second language.

Assist in the preparation of instructional materials and provide routine clerical support.

Learn and apply school policies, methods, practices and terminology used in instruction.

Establish and maintain cooperative and effective working relationships with others.

Read books to students and assist with reading and writing activities as assigned.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing in English and a designated second language.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain records and files.

EDUCATION AND EXPERIENCE:

Possess a high school diploma or the equivalent, and pass: No child left behind act of 2001 assessment or a minimum of two years of college (48 units) or A.A. or A.S. degree (or higher)

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

Epi Pen Training

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor and school setting.

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PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.