

TITLE: BILINGUAL INSTRUCTIONAL AIDE

REPORTS TO: Site Principal or designee

JOB GOAL: To assist in conducting intensified, positive learning experiences for students identified as Limited-English speakers in oral English and in basic subject areas.

QUALIFICATIONS

Knowledge of

1. General concepts of child growth and development and child behavioral characteristics.
2. Techniques used in controlling and motivating students.
3. English usage, punctuation, spelling, grammar, and mathematics.
4. Routine record keeping.
5. General purposes and goals of public education.
6. Specific subject area content as required in job assignment.
7. Student testing and testing procedures.
8. Safety rules and regulations for this position.

Ability to

1. Speak, read, and write a designated second language.
2. Assume responsibility for supervision of students.
3. Learn and utilize basic methods and procedures to be followed in instructional settings.
4. Take verbal English lessons and successfully instruct Limited-English speakers without direct supervision.
5. Perform routine clerical work and basic mathematical calculations.
6. Operate computer-assisted instructional programs.
7. Understand and carry out verbal and written instructions.
8. Operate and care for standard office and instructional equipment including typewriter, copy machine ditto machine, cassette recorders, audio-visual equipment, computer terminal, and other instructional media.
9. Read and comprehend instructional materials proficiently.
10. Apply general policies and procedures to specific situations.
11. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
12. Establish and maintain effective rapport with students, staff, parents, and community members.

Training and Experience

1. Completion of the twelfth (12th) grade or equivalent.
2. One (1) year of paid or volunteer experience working with children in an educational or child care setting or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.

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ESSENTIAL FUNCTIONS

1. Works with Limited-English speakers assigned for this instruction outside of the regular classroom for verbal English instruction.
2. Tests students for designation and re-designation.
3. Assists certificated teacher or teachers in classroom operation, including the preparation for and teaching of academic skills related to the level of achievement for a group of students whose primary language is other than English.
4. Assists in the supervision of students to maintain an effective, safe, and nurturing environment, and assisting in discipline within a framework of well established policies and procedures.
5. Provides Title 1 instructional assistance for Limited-English speakers using plans provided by classroom teachers.
6. Reports suspected child abuse and communicable diseases to health office, site administrator and/or appropriate agencies.
7. Prepares instructional material and equipment for use in classroom activities; prepares copies, gathers appropriate resource information, materials, and equipment as assigned.
8. Keeps bulletin boards and other classroom learning displays up to date.
9. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
10. Notifies the teacher of concerns related to student safety or academic achievement.
11. Serves as source of information and help to any substitute teacher assigned in the absence of the regular teacher.
12. Follows District policies and procedures.
13. Monitors and assists children while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
14. Monitors, inventories, and orders instructional supplies and equipment as needed.
15. Oversees and supervises students during classroom activities, on campus/play fields, in library, in the lunchroom, and on field trips.
16. Tutors students individually or in small groups to reinforce and follow-up learning activities.
17. Translates a variety of instructional materials from a designated second language to English or vise-versa.
18. Administers first aid in conjunction with established district policies and procedures.
19. Performs other related duties as required.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds up to one (1) hour per day.

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PHYSICAL ABILITIES (continued)

9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Positions in this setting require individuals who can read, write, and/or speak a secondary language.
3. Demonstrate language arts proficiencies in a designated second language.
4. Obtain and maintain a valid First Aid Certificate and CPR Certificate.

TERMS OF EMPLOYMENT: Ten-month work year
Classified bargaining unit position

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be done by the site administrator or his/her designee.

Approved by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	March 14, 1996
Amended by:	Board of Education	Date:	October 8, 1998
Amended by:	Board of Education	Date:	December 15, 2005

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**