

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

INSTRUCTIONAL AIDE - BILINGUAL

Basic Function:

Under the direction of a Principal, assists a certificated teacher in providing instruction to individual or small groups of limited or non-English speaking students; monitors and reports student progress; translates for parents and teachers as assigned.

Representative Duties:

1. Tutors individuals or small groups of students, reinforcing instruction as directed by the teacher; communicates with students in English and a designated second language to facilitate instructional processes.
2. Provides translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents as related to classroom activities.
3. Assists in preparing instructional materials as directed by the teacher; assists the teacher in administering tests according to established guidelines; assists in administering English proficiency tests of identified students.
4. Monitors, observes and reports progress regarding student performance and behavior.
5. Performs routine clerical duties in support of classroom activities such as duplicating and filing instructional materials.
6. Provides support to the teacher by assisting in setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
7. Assists students by providing proper examples, emotional support, a friendly attitude and general guidance.
8. Confers with teachers concerning programs and materials to meet students needs.
9. Assures the health and safety of students by following health and safety practices and regulations.
10. Directs group activities of students as assigned.

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11. Participates in meetings, conferences and inservice training programs as assigned.
12. Performs related duties as assigned.

Knowledge and Abilities:

Correct oral and written usage of English and Spanish language.
Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
Safe practices in classroom activities.
Interpersonal skills using tact, patience and courtesy.
Basic recordkeeping techniques.

Ability To:

1. Read and translate English and Spanish language.
2. Speak and interpret English and the Spanish language.
3. Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
4. Perform routine clerical duties in such as filing and duplicating instructional materials.
5. Print and write legibly.
6. Add, subtract, multiply and divide quickly and accurately.
7. Understand and follow oral and written directions.
8. Learn procedures, functions and limitations of assigned duties.
9. Communicate effectively both orally and in writing.
10. Work cooperatively with others.
11. Monitor, observe, and report student behavior.
12. Operate instructional and duplication equipment.

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Education and Experience:

Any combination equivalent to: graduation from high school and six months experience in working with children in an organized setting. 48 Semester Units from an accredited college or university and/or passage of the NCLB CODESP Proficiency Test.

Working Conditions:

Bilingual classroom environment.

Work Year:

Program Year