



Job Description

Title: Instructional Assistant - EL	FLSA Status: Non-Exempt	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 13
Department: Student Services	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of an assigned school Principal, assist in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom learning environment; provide outreach to parents and community and translate instructional material, correspondences, information packets and assessments; interpret for Limited English speaking students and parents in meetings, conferences, IEP meetings and telephone calls; assist in the preparation of instructional materials and perform a variety of clerical duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist certificated instructional personnel in developing and reinforcing curriculum and course of study and lesson plans for students in the English Learner program.
- Communicate with students in English to provide direct instruction in oral language development, reading, writing in all academic areas, either individually or in groups; reinforce classroom instruction in support of other curricular areas and perform appropriate follow-up activities.
- Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students; attend assigned schools and the District's English Learner Advisory Committee meetings.
- Assist in providing parents information of school and District policies; assist parents and students with school registration; interpret for parent-teacher conferences, meetings, I.E.P. meetings and telephone calls.
- Translate notes from the teacher and form the parents as required; attend and provide translation services for Back to School Nights, Open House, and Kindergarten Orientation Meetings; explain information of school, District policies, and English Learner programs and activities to parents as needed.
- Administer and score language assessment scales including oral, reading and writing; administer on-going assessment in English and other languages as needed.
- Record classroom test and paper scores as directed; prepare and maintain student records and files as directed; report and maintain files on student performance progress as assigned; assist students in reviewing homework assignments and test results; distribute and collect papers and supplies.
- Perform a variety of clerical duties such as recording grades, assembling materials, preparing charts, taking roll, maintaining records and files and typing and duplicating classroom materials.
- Operate audio-visual equipment, general office equipment and other instructional equipment; operate a computer to update student information as assigned.
- Utilize and assist in the preparation of instructional and visual aids including posters, books, displays, exhibits, games and manipulatives.
- Confer with teachers concerning issues, programs and materials to meet student needs; attend meetings and in-service training related to responsible methods, techniques and curriculum or student-related issues of the English Learner program as required.
- Assist with testing and assessing new students for language proficiency; participate in redesignation activities as assigned.
- Accompany students to and from school locations and on field trips.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Instructional methods and techniques.
- Child guidance principles and practices.
- Positive behavior reinforcement techniques.
- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic computer operation.
- Basic record-keeping techniques.
- Classroom procedures and conduct.

Skills/Ability to:

- Assist with the instructional and related activities of the assigned learning environment.
- Learn and implement methods and techniques used in creating plans and using materials to teach the English language to limited-English or non-English speaking students.
- Establish and maintain effective relationships with students and staff.
- Demonstrate an understanding, patient and receptive attitude toward individuals from foreign cultures and ethnic communities.
- Perform clerical duties such as filing, typing, duplicating and maintaining records and files related to the instructional program.
- Print and write legibly.
- Understand and follow oral and written directions.
- Read, interpret and follow rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Operate instructional and office equipment.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- One-year experience working with children in an organized setting or learning environment and some experience working with individuals of various languages and cultures.

Licenses, Certifications and other Requirements:

- Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:
 - Completed at least two years of study at an institution of higher education or,
 - Obtained an associate's or higher degree (college level) or,
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

WORKING CONDITIONS:

Work Environment:

- Indoor/Classroom work environment.

Physical Demands:

- Seeing to observe students.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Standing for extended periods of time.

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.