

Escondido Union High School District Job Description

Job Title:	Bilingual Instructional Assistant
Employee Unit:	Classified Bargaining Unit
Job Family:	Instructional Support
FLSA Status:	Nonexempt
Salary Level:	17
Approved by:	Board of Education
Approved date:	12/07/10

NATURE OF WORK

Works in an English Language Development, English as a Second Language or Sheltered English class to provide assistance to students whose English skills are limited by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Explains teacher's instructions in Spanish to students who did not understand the English explanation.

May make telephone calls or sit in parent-teacher conferences to translate teacher's information regarding student progress, achievement, problems, etc. to non-English speaking parents.

Copies, collates, staples lesson materials as requested.

Tutors students in small groups or one on one situations.

Grades papers, records grades.

May accompany students to media center or computer labs.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); some experience or education beyond high school to prepare to work with adolescents. Some training or experience in computers.

KNOWLEDGE OF:

Microsoft computer applications, including Microsoft Word, Excel, GroupWise basic subjects taught in District schools, including math, grammar, spelling, language and reading; safe

practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques including computer applications; classroom procedures and appropriate student conduct.

ABILITY TO:

Speak, read and write fluently in English and Spanish; read and comprehend instructions, short correspondence, and memos; write simple correspondence in English and in Spanish; effectively present information in English and in Spanish in one-on-one and small group situations to students, parents, other employees and occasionally with outside agencies; apply common sense understanding to carry out instructions furnished in written, oral, or schedule form; deal with problems involving a few concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; elementary foundation in algebra.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position will work with students who are learning the English language, and must demonstrate patience and an ability to assist students who have come from diverse cultural backgrounds. As an employee of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, and must model the behavior expected of students (eg. punctuality, good attendance, appropriate attire). Must be flexible and able to work with a variety of personalities.