

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Instructional Assistant II-Bilingual

Salary Grade: 06

Salary Schedule: Classified

Department: Varies

Reports to/Evaluated by: Site or Department Administrator

FLSA: Non-Exempt

SUMMARY

Works in a classroom setting assisting teachers by providing instructional assistance to individual or small groups of limited or non-English speaking students. Translates for parents and teachers as assigned. Provides clerical and other classroom support services to teachers. Carries out programs to improve the attendance, performance and general well-being of students and create a better understanding on the part of the parents of the District goals, individual school programs and the purposes of special categorically funded programs.

DISTINGUISHING CAREER FEATURES

The Level II Instructional Assistants have additional specialized skills beyond those required for the Level I generalist. At this level, the incumbent will have skills required to work with one or more special needs groups (hearing impaired, special education, handicapped, bilingual, vocational ed). Advancement to Level III or IV may require broader or more in-depth knowledge beyond their area of specialization. Advancement also requires additional supervisory and administrative skills. Minimum requirements will include additional clerical, secretarial, word-processing related skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all of the duties of the Instructional Assistant I - General except that work is with those children with limited or non-English skills, or work with migrant students.
- Assists in developing school-community activities.
- Assists teachers with the preparation and reinforcement of bilingual learning materials and in the performance of other bilingual instructional activities.
- Assists families in the solution of problems which interfere with a child's success in school.
- Provides school or District staff with information gained from contacts with the home which may assist in resolving school or district problems.
- Visits homes on referral from designated school personnel.
- Provides instructional support in the core curriculum subjects to assigned limited or non-English proficient students in their primary language.
- Assists in English acquisition progress of students having home languages other than English.

- Assists in preparing special materials as needed to facilitate class participation by assigned students.
- Assists staff by making telephone calls and home visits to limited or non-English speaking parents to translate and interpret a variety of information.
- Interprets at parent/teacher conferences, meetings and workshops.

QUALIFICATIONS

- **Knowledge of:** Skills sufficient to perform the duties of an Instructional Assistant I Generalist. Must understand the target community and be familiar with the cultural background of minority, ethnic and disadvantaged groups. Must have good clerical and general office and record keeping skills. Requires good communication skills. Comprehensive knowledge of a second language sufficient to instruct students and communicate in a variety of settings is essential. Must have a good understanding of the practices and principles of child development and guidance, especially as they relate to non-English proficient students.
- **Ability to:** Read, write, speak and translate English and a designated second language is required for the bilingual focus and preferred for the migrant education focus. Must have the ability to understand and work with special needs of non-English proficient students. Must be able to prepare clear and concise oral and written reports and perform general office duties of assignment. Requires the ability to exercise sound judgment, discretion and initiative. Requires the ability to communicate with and relate to disadvantaged people and minority, ethnic groups.
- **Education and Experience:** High School diploma or equivalent plus additional training in education or a related field required. Minimum of two years' experience working with children in a structured setting required. Must be certified in the assigned language for translation.
- **Working Conditions:** May require arm, hand, finger dexterity to operate keyboard, typewriter or other office equipment. Requires good hearing and speaking ability to communicate with staff and children.