

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT - BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students; monitor and report student progress regarding behavior and performance; translate for parents and teachers as assigned.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; communicate with students in English or a designated second language to facilitate instructional processes. **E**

Provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate notes, letters and other materials as needed. **E**

Prepare lessons as directed by the teacher; administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students. **E**

Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior. **E**

Perform routine clerical duties such as preparation of instructional and classroom materials; operate thermofax and copy machines. **E**

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. **E**

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. **E**

Confer, as needed, with teachers concerning programs and materials to meet student needs. **E**

Assure the health and safety of students by following health and safety practices and regulations. **E**

Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned. **E**

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Child guidance principles and practices.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Read, write, translate and interpret English and a designated second language.

Provide translation and assistance to limited and non-English speaking students and parents.

Assist a certificated teacher with assigned instructional activities.
Assist with instruction and related activities in a classroom or assigned learning environment.
Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.

Perform routine clerical duties in support of classroom activities.
Print and write legibly.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Learn procedures, functions and limitations of assigned duties.
Communicate effectively both orally and in writing.
Learn to apply and explain policies and procedures related to school and program activities.
Work cooperatively with others.
Monitor, observe and report students behavior according to approved policies and procedures.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working in an organized setting with children whose primary language is not English.

LICENSES AND OTHER REQUIREMENTS:

Positions in this class are required to speak and write a second designated language. Successful completion of the District's competency test in reading, writing, and mathematics is required before employment.

WORKING CONDITIONS:

ENVIRONMENT:
Classroom environment.

PHYSICAL ABILITIES:
Bending, pushing, moving, and lifting objects weighing up to 50 pounds. Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, and standing and walking for extended periods of time.