

BRENTWOOD UNION SCHOOL DISTRICT

Job Title: Instructional Aide, Bilingual
Reports to: Site Principal/Program Manager

Primary Functions: Under general direction of the teacher, perform work in providing various specialized instructional support services to students, help to interpret the school program for the community and provide community feedback to the classroom experience.

Performance Responsibilities

- Perform instructional related activities such as the presentation of lessons for bilingual students.
- Correct tests and homework
- Prepare instructional materials and lessons for general and special needs
- Organize and teach small learning centers
- Assist the teacher in specialized demonstrations
- Assist bilingual students in using instructional materials and equipment
- Perform clerical activities such as maintaining and organizing student records, classroom materials
- Prepare student work areas
- Perform all other duties as assigned

Desirable Qualifications

Knowledge of: Basic classroom procedures; computer functions and applications; culture of the Spanish, Mexican or other heritage; English usage, spelling, grammar and punctuation; CPR and First Aid.

Abilities:

Read, write and speak the Spanish (or other foreign language) fluently; understand and follow oral and written directions; understand and interpret lesson meanings in English and Spanish; communicate effectively both in oral and written form; establish and maintain cooperative and effective working relations with children and adults.

ADA Requirement: Must have the ability to sit, stand, walk, lift objects weighing approximately 10 lbs. (i.e. paperwork, files), push, pull, drag, and grasp objects.

Experience:

Previous experience in a classroom setting is desired.

Education:

Equivalent to the completion of twelfth grade. Must be able to pass standard proficiency test of basic knowledge.

Valid California Drivers License required.