

DUAL LANGUAGE ASSISTANT

Purpose Statement

The job of Dual Language Assistant was established for the purpose/s of implementing programs of instruction supporting Dual Language Classrooms under the supervision of a certificated teacher.

This job reports to Building Administration

Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Essential Functions

- Assists students as instructed by certified teacher for the purpose of supporting them with the core curriculum.
- Instructs native English and native Spanish speaking students in grades K-5 for the purpose of developing language proficiency in speaking, reading, writing and/or listening in both English and Spanish.
- Interprets verbal communication to/from English and Spanish for the purpose of conveying and/or receiving information by assignment.
- Responds to inquiries from students, teachers and school personnel for the purpose of solving problems, communicating information, etc.

Other Functions

- Attends in-service education (e.g. workshops, monthly training, conferences, etc.) for the purpose of expanding professional skills in English language assessment and instruction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors curriculum and instructional methods

English grammar/punctuation/ spelling/vocabulary
instructional media/equipment
speak, read, and write Spanish and English.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency College credit hours to meet qualifications under NCLB Act

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

Paraprofessional Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date**Salary Grade**