

Santa Maria-Bonita School District
INSTRUCTIONAL ASSISTANT II - BILINGUAL/BICULTURAL

BASIC FUNCTION

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

REPRESENTATIVE DUTIES

Assist in the implementation of individual educational plans for students experiencing bilingual/bicultural and remedial instructional needsE; serve as translator to facilitate communications with monolingual, non-English speaking members of the school communityE; prepare instructional materials as directed by the teacherE; administer, monitor and score a variety of tests including criterion referenced tests, general aptitude tests, and student proficiency levelsE; perform language census testing and record the results as assignedE; maintain the confidentiality of student information according to established guidelinesE; requisition, store, distribute, and maintain an inventory of educational materials, supplies, and equipmentE; administer routine first aidE; direct students into safe learning and play activitiesE; assure the health and safety of students by following health and safety practices according to approved proceduresE; make home visits to assist in the interpretation of education programs and activities, and to encourage participation in the educational process as assigned; provide cultural experiences to assist students with bilingual/bicultural needsE; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Behavior management strategies and techniques utilized with students involved with bilingual/bicultural remedial instructional problems;
Child guidance principles and practices;
Correct oral and written usage of English and a designated second language;
Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling;
Safe practices in classroom activities;
Basic instructional methods and techniques;
Correct English usage, punctuation, spelling, grammar, and vocabulary;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Basic record keeping techniques;
Classroom procedures and appropriate student conduct;
Operation of office machines and keyboard equipment.

Ability to:

Demonstrate an empathetic, patient, and receptive attitude with students experiencing bilingual/bicultural remedial instructional needs;

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Read, write, translate and interpret English and a designated second language;
Operate and demonstrate the use of laboratory materials and equipment;
Print and write legibly;
Add, subtract, multiply and divide quickly and accurately;
Understand and follow oral and written directions;
Learn the procedures, functions and limitations of assigned duties;
Communicate effectively with students, parents, staff and the public including members of ethnic communities; Read, interpret, apply and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing;
Operate instructional and office equipment; Interpret, understand, and follow specific student educational plans and courses of study;
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School supplemented by coursework or training in child growth and development, or bilingual/bicultural instructional processes and one year of paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment;
Light background noise.

Physical Abilities:

Hearing and speaking to exchange information;
Sitting or standing for extended periods of time;
Bending at the waist and kneeling or crouching to provide assistance to students;
Seeing to read assignments and to monitor student activities.

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluids.