

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT-BILINGUAL**

#### **BASIC FUNCTION:**

Under the direction of an assigned site administrator, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as assigned.

Monitor students in the classroom to assure understanding of material being presented; answer student questions; assist students in reviewing homework assignments and test results; report student progress and behavior to teachers as needed.

Provide classroom support to teachers; prepare and distribute various instructional materials; grade student assignments; maintain assigned classroom or instructional area in a clean and orderly condition.

Perform routine clerical duties using a variety of classroom and office equipment including a copier, laminator and fax machine.

Administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students; explain and interpret results to appropriate parties.

Assist teacher to whom assigned in monitoring student during classroom activities and non-classroom activities such as field trips and bus loading and unloading.

Read to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; rephrase materials and provide similar learning examples.

Assist in maintaining student records and files; take attendance.

Distribute materials such as textbooks, learning package materials, supplies and equipment; collect, assemble and distribute resource materials; assist in maintaining related inventories.

##### **OTHER DUTIES:**

Serve as an interpreter for parent conferences as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

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

Interpersonal skills using tact, patience and courtesy.

Requirements of maintaining a learning center in a safe, clean and orderly condition.

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

Safe practices in classroom activities.

Child guidance principles and practices.

Operation of standard office and classroom equipment.

**ABILITY TO:**

Assist a certificated teacher with instruction and related activities in a classroom or assigned learning environment.  
Monitor, observe and report student behavior and progress according to approved policies and procedures.  
Read, write, translate and interpret English and a designated second language.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written instructions.  
Perform clerical duties related to classroom activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in English and the designated foreign language or one year of experience using oral and written bilingual skills in an instructional setting.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this class are required to pass a basic skills proficiency exam.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate various office and classroom equipment.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to read a variety of materials and monitor student activities.  
Hearing and speaking to exchange information.  
Reaching overhead, above the shoulders and horizontally.  
Lifting light objects.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*