

STOCKTON UNIFIED SCHOOL DISTRICT

BILINGUAL ASSISTANT

DEFINITION

"Bilingual Assistant" means an assistant fluent in both English and the primary language of the pupil or pupils of limited English proficiency in an English Learner program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an administrator. May receive technical or functional supervision from a certificated instructor, or other certificated personnel. Exercises no supervision.

REPRESENTATIVE DUTIES-(Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but, are intended to accurately reflect the principle job elements).

- Assistant shall be familiar with the cultural heritage of pupils of limited English proficiency in the bilingual classes to which he or she is assigned. **(E)**
- Reinforce learning concepts using the student's primary language at the teacher's or specialist's direction. **(E)**
- Assist in the supervision of the students' activities
- Assist in the preparation of instructional materials and study aids to be used by students in classrooms or individual study situations; perform photo-copying and duplication duties as necessary. **(E)**
- Assist in the implantation of instructional activities such as assisting limited English speaking students in the development of English language, and reinforce concepts taught by teacher using the students' primary language as directed by the certificated instructor. **(E)**
- Assist students in understanding instructional assignments under teachers' directions. **(E)**
- Report any unusual student behavior, including suspected child abuse to the instructor. **(E)**
- Translate for assigned teachers, students and parents on the phone, in the parent conferences and at other times as required. **(E)**
- Assist teachers with monitoring individual progress of students and discuss problems and improvements. **(E)**
- Operate instructional equipment.
- May assist in administering of tests and examinations.
- Assist the teacher with explaining and clarifying work assignments to students, including translating into another language as necessary. **(E)**
- Assist the assigned teacher with the supervision of students' classroom **(E)**
- Refer discipline problems to instructor as necessary.
- Assist the teacher with supervision of children in the library. **(E)**
- May accompany class on field trips.

- May assist in the supervision of class on field trips.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Correct English usage including vocabulary, spelling, grammar and punctuation.
- Bi-literate proficient in English and the second language.
- Subject matter to which assigned.
- General classroom procedures and rules of conduct.
- Effective communication skills in both languages.

Ability to:

- Follow teacher's direction when working with a group and/or individual students.
- Learn the basic principles and techniques used in improving reading, language, and mathematical skills.
- Assist the teachers with translating instructions and other oral communications for parents, students and teachers.
- Assist teachers with monitoring student progress and identify problem areas and areas of relative learning process.
- Recognize and understand the needs of students.
- Establish and maintain cooperative working relationships with teachers, students and others contacted in the course of work.
- Understand the needs of children relative to their cultural background in the specific area of expertise.
- Understand and carry out oral and written directions.
- Assist the teacher with the preparation and maintenance of accurate up-to-date records, files, and other documentation and perform a variety of other general clerical tasks.
- Physical capability sufficient to perform job task.

Physical Demands:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- Speak clearly and distinctly, sufficient to perform the essential functions of the position.
- Hearing sufficient to hear discussions and questions during classroom instruction with or without hearing aids.
- See sufficient to read a computer screen and printed matter and to observe students, with or without vision aids.
- May lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.

- May reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Walk over uneven ground.

Education and Experience:

- Any combination of education, training and experience equivalent to completion of the twelfth (12th) grade.
- No Child Left Behind requirements consisting of 48 college semester units or more from an accredited college or university or County Certificate showing compliance of NCLB.
- **Stockton Unified School District Bi-Literate Certificate in the language of need.**