

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT- ENGLISH LANGUAGE DEVELOPMENT

BASIC FUNCTION:

Under the direction of a Principal, provide language development instruction to individual or small groups of non or limited-English speaking students under the general direction of a certificated teacher at elementary level; monitor and report student progress regarding behavior and performance.

REPRESENTATIVE DUTIES:

Provide language development instruction and assistance to individual or small groups of students, under the general direction of the teachers.

Provide tutorial assistance to students in second language acquisition.

Participate in the preparation of lessons and plans; administer and score a variety of tests.

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.

Perform a variety of clerical duties such as preparation of instructional materials, scoring papers, recording grades, maintaining records and files.

Set up work areas, displays and exhibits; operate audio-visual equipment and operate educational training equipment and distribute and collect paper and supplies.

Operate a variety of instructional and office machines such as thermofax, copier, projectors and tape recorder.

Assist students by providing proper examples, emotional support, a good English-speaking model and general guidance in the school setting.

Confer, as needed, with teachers concerning programs and materials to meet student needs.

Assist certificated personnel to protect the health and safety of students by following all health and safety rules.

Direct group activities of students as assigned.

Provide assistance as needed on parent-teacher conferences or telephone conversations with limited or non-English speaking parents.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to non or limited-English speaking students.

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

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

ABILITY TO:

Work effectively with individual and small groups of students.

Provide instruction and discipline to students according to approved policies and procedures.

Learn and accept cultural differences.

Perform clerical duties such as duplicating and maintaining simple records.

May be required to speak, read, and write effectively in designated second language.

Speak, read and write effectively in English.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn and apply methods and procedures to be followed in an ELD instructional setting.

Understand the exceptional needs of non or limited-English speaking students.

Work cooperatively and effectively with others.

Work confidentially with discretion.

Communicate effectively with children and adults.

Learn and follow rules, regulations, policies and procedures.

Work confidentially with discretion.

Communicate effectively both orally and in writing.
Operate instructional and office equipment.
Work independently with little direction.
Enlist the support, interest and participation of students.
Assist in the preparation of instructional materials, lessons and plans.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience as an Instructional Assistant working with school age children.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.
Successful completion of District Bilingual proficiency examination if second language required.

WORKING CONDITIONS:

ELD learning environment. Exposure to communicable diseases.