

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT- PRIMARY LANGUAGE SUPPORT

BASIC FUNCTION:

Under the direction of a Principal, assist a certificated teacher or specialist in providing instruction to individual or small groups of limited or non-English speaking students; monitor and report student progress; translate for parents and teachers as assigned.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of students, reinforcing instruction as directed by the teacher; communicate with students in English or a designated second language to facilitate instructional processes.

Prepare lessons as directed by the teacher; monitor 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, taking roll, maintaining records and files, typing and duplicating classroom materials.

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies

Provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate notes, letters and other materials as necessary.

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

Assist certificated personnel in protecting the health and safety of student by following health and safety practices and procedures.

Direct group activities of students as assigned.

Participate in meeting and in-service training programs as assigned.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of grammar, spelling, punctuation and vocabulary of English and a designated second language.

Child guidance principles and practices.

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

Safe practices in classroom activities.

Reading and writing communication skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Assist with the instructional and related activities of the assigned learning environment.

Read, write and translate English and a designated second language.

Speak and interpret English and the designated second language.

Perform clerical duties such as filing, duplicating and maintaining simple records.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn procedures, functions and limitations of assigned duties.

Understand the needs of limited or non-English proficient students.

Learn and follow applicable rules, regulations, policies and procedures.

Work cooperatively and effectively with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing with students, parents, staff and public.

Supervise and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with school age children in an organized setting and some experience working with people of various cultures.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

Successful completion of District Bilingual proficiency examinations.

WORKING CONDITIONS:

Bilingual learning environment. Subject to exposure to a variety of illnesses.

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