

INSTRUCTIONAL ASSISTANT - ENGLISH AS A SECOND LANGUAGE

DEFINITION

Under supervision of the principal, and as directed by a certificated employee, assist in performing a variety of instructional activities for non-English proficient and limited English proficient students with emphasis on oral and written language skills; to provide a variety of clerical and supportive tasks for teachers and students; and to do related work as required.

EXAMPLES OF DUTIES

Assist teachers engaged in educational programs with non-English proficient and limited English proficient students in a primary language and in English; tutor students individually or in small groups with English instruction after lessons and instructions have been given by the teacher; interpret and translate for non-and-limited English speaking students and parents; assist in supervision of students during classroom activities, recess periods and field trips; assist in maintaining a neat, orderly and attractive classroom environment; assist in the administration and scoring of tests and recording of grades; assist in the preparation of teaching materials and learning activities; distribute and account for materials, including textbooks, supplies and equipment; collect, assemble, catalogue and distribute resource materials; perform routine clerical duties in support of classroom activities; operate a variety of classroom and office equipment; operate and assist students in the operation of a variety of instructional technology; may collect monies, take roll and keep attendance records; may supervise students during lunch time or on the school grounds, and perform related work as required.

QUALIFICATIONS

Knowledge of

Correct oral and written usage of English and a designated second language; basic math, reading and composition skills; student behavior and characteristics.

Ability to

Demonstrate proficiency in English and a designated second language both orally and in writing; work cooperatively with others; learn and understand the needs and primary culture of students; speak clearly and distinctly; learn and utilize standard teaching aids and office machines; learn and utilize methods and procedures to be followed in instructional settings; perform routine clerical work; make arithmetical calculations; understand and carry out oral and written instructions; plan and organize work; pass required mathematics, reading and writing proficiency examination in English; or have two years of college (48 units) or an A.A. degree (or higher); or have passed the CBEST; and a designated second language.

Experience

Sufficient training and experience to demonstrate ability to acquire the knowledge and abilities listed above.

Education

Equivalent to the completion of twelfth grade, preferably supplemented by courses in child care, psychology/guidance, or instructional technology.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of material will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved: October 3, 1989

Revised: May 11, 1999

Revised: February 8, 2005 effective March 1, 2005

Revised: November 10, 2015, effective January 22, 2016

Revised: August 4, 2022