

Instructional Assistant-Bilingual

Classified Position - 7316

<u>Salary</u> Per Salary Schedule	<u>Days</u> Up to 200 days	<u>Reports to:</u> Director of Elementary Instruction, Title I, and Early Childhood
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SCOPE OF RESPONSIBILITIES

Assist a certified teacher in providing instruction to individuals or small groups of students in a classroom or other learning environment; translate orally and in writing for teachers, administrators, students and parents; prepare instructional materials and perform a variety of routine clerical duties as assigned.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction as directed by the teacher; assist students in their understanding and comprehension of reading, writing, language arts, math and social studies, performing remedial exercises and other basic instruction as required.
2. Communicate with students in English and a designated second language to facilitate instructional processes; provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate or write notes, letters and other materials.
3. Repeat and reinforce instruction to assist students' comprehension and understanding; provide more individual assistance to students experiencing learning difficulty; explain errors and answer questions; use games, skits, puppets and other instructional activities to reinforce the main lesson plan.
4. Report progress regarding student performance and behavior as required; provide input and assist instructors with determining student advancement through established learning programs.
5. Assist with teaching and developing large and small motor skills, hand-eye coordination and group activity skills and responsibilities; utilize balls, ropes, balance beam and other physical education equipment in developing motor skills.
6. Assist in the preparation of materials for classroom use as directed by the teacher; prepare flash cards to assist student learning comprehension.
7. Observe and control behavior of students in and out of the classroom, including snack time, play time and movement of students to various locations on the school campus.
8. Prepare, administer, correct and record tests, papers, essays and homework assignments as directed; prepare homework packets as assigned; call students and parents to follow up on absences as assigned.
9. Perform a variety of clerical duties such as updating cumulative folders, recording grades, assembling materials, preparing charts and bulletin boards, taking roll, maintaining records and files, typing and duplicating classroom materials and distributing and collecting papers and supplies.
10. Operate necessary instructional technology; set up displays as necessary; operate a personal computer or computer terminal as required.
11. Assist students by providing a proper role model, emotional support, patience, a friendly attitude and general guidance.
12. Confer with teachers concerning programs and materials to meet student needs; arrange for guest speakers and field trips as assigned.
13. Assure the health and safety of students by following health and safety practices and procedures; provide immediate basic first aid and comfort to students as needed.
14. Direct group activities of students as assigned.
15. Participate in meetings, in-service training programs and field trips as assigned.
16. Perform related duties as assigned.

17. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Correct oral and written usage of English and a designated second language.
- Child guidance principles and practices.
- Classroom procedures and conduct.
- Basic instructional techniques.
- School and classroom rules, policies and procedures.
- Safe practices in classroom activities.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Assist in providing patient instruction to individuals or small groups of students in a classroom or other learning environment.
- Communicate effectively with students and adults both orally and in writing.
- Read, write, translate and interpret English and a designated second language.
- Assist with the instructional and related activities of the assigned learning environment.
- Learn methods and procedures to be followed in the assigned instructional environment and limitations.
- Observe and control student behavior according to approved policies and procedures.
- Establish and maintain effective relationships with students, parents, staff, volunteers and the public, including members of the ethnic communities.
- Prepare instructional materials and perform a variety of routine clerical duties.
- Perform clerical duties such as filing, typing, duplicating and maintaining records related to the instructional program.
- Print and write legibly.
- Understand and follow oral and written directions.
- Read, follow, explain and enforce rules, regulations, policies and procedures.
- Work independently with little direction.
- Operate instructional and office equipment, including copiers, audio-visual equipment, computers, etc.
- Maintain a clean, safe and orderly classroom learning environment.

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.B.D. as required by Kentucky law. Must pass the Para Educator test in accordance with state regulations or have 48 accredited college hours.
2. Three years instructional experience including at least one year in the area of specialty