

## Napa Valley Unified School District

## Position Description

Position: Bilingual Instruction Assistant	Position Number:
Department/Site: Various	FLSA: Non-exempt
Reports to/Evaluated by: Principal or designee	Salary: Range 25

### **Summary**

Under direction and supervision of a principal or other certificated staff member, assists in the process of providing for the instructional needs of students possessing a wide range of behavioral, physical, language, and learning capabilities in specialized Spanish bilingual learning environments such as dual immersion programs, newcomer classrooms and push-in support.

### **Distinguishing Career Features**

This intermediate level instructional support position works in specialized instructional settings where academic competency in English and Spanish are required commensurate to the academic level of the students. This position is for those with a commitment to dual-immersion education and/or supporting the needs of students newly arriving in the United States.

### **Essential Duties and Responsibilities**

- Facilitates learning, at the direction of a certificated employee, to small groups or individual students in a variety of subject and skill areas in both English and Spanish;
- Interpret oral instruction as needed to support student comprehension
- Uses flash cards, games, worksheets, and drills. Uses a variety of study aids, computer programs and techniques to reinforce skills and the understanding of academic concepts;
- Under supervision, monitors or administers a variety of standardized and teacher-prepared tests for placement, competency, or to measure progress; produce pre-formatted reports from standard computer instruction and/or assessment programs
- Corrects tests, worksheets, homework or daily assignments;
- Records grades, test scores and other evidence of student progress in record books, or charts, or in student folders;
- Prepares bulletin boards, displays of student work, charts, forms, games, flash cards or other instructional materials with guidance from the teacher;
- Assists with or operates a variety of instructional equipment such as computers, tablets, projection technology Organizes work areas and assembles learning materials, study aids, and supplies;
- May participate in field trips;
- Files student work and classroom materials;
- Inventories classroom supplies, books, and equipment;
- May orient and assign tasks to parent volunteers;
- May supervise students in cafeteria, on playground and in bus Loading area;
- Assists in maintaining classroom cleanliness and physical order;
- Establishes a caring, respectful rapport with students. Recognizes and reinforces positive student behavior including student compliance when redirected
- Assists in maintenance of classroom order and managing student behavior through

- positive intervention strategies;
- Addresses problematic behavior in a calm and non-confrontational manner using a continuum of responses starting with the least severe intervention to achieve the desired correction in accordance with training and supervision best practices
- Assists with preventive discipline by explaining and re-teaching school rules to students
- Help students understand and navigate unfamiliar situations due to cultural differences with guidance from appropriate staff
- May interpret teacher/parent conferences for assigned classroom or others as needed;
- Consults with teacher regarding lesson plans, work schedules, evaluation of student progress and behavior intervention plans
- Attends aid and/or staff in-service meetings;
- May contact parents of students upon direction of certificated supervision
- May assist students with clothing, possessions, or learning personal care such as eating, washing, and dressing,
- Adjust daily routine and/or work assignment as needed to fill absences within the classroom/program or site
- Performs other duties as assigned that support the overall objective of the position

**Qualifications**

**Knowledge and Skills**

This position requires intermediate knowledge of how to assist students with a range of abilities in a specialized bilingual educational setting. Working knowledge of positive behavior support strategies and behavior management are required. Some knowledge of the general child development and language acquisition theory is preferred. This position requires a level of academic knowledge in both English and Spanish commensurate with the assignment. Requires user-level knowledge of technology typical in a school. Cultural knowledge as it informs and assists in building rapport with students and parents is preferred.

**Abilities**

This position requires the ability to successfully supervise students in a school setting and provide support for the development of academic, language and social skills. Must have the ability to read, understand and follow oral and written directions in both languages. Must be able to effectively communicate with all staff and students including giving clear directions to students. Must be able to work with limited supervision and follow established schedules and guidelines under the direction of certificated staff. Must exercise good judgment and observe confidentiality. Must be able to apply academic skills to explain and support instruction in the assigned grade level(s). Must work harmoniously with staff and students. Must understand and relate to students with a wide range of behavioral, learning, and physical capabilities. Must have the ability to be attuned to all student needs and take initiative to provide support within established parameters.

**Physical Abilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. With or without the use of aids: sufficient vision to read printed materials; sufficient hearing to hear normal and telephone conversations; sufficient capability to speak in an understandable voice with sufficient volume to be heard in normal conversations; sufficient manual dexterity to write, use telephone, and operate instructional equipment and office duplication machine; and sufficient strength to lift 25 pounds.

**Education and Experience**

Must be 18 years of age; Previous satisfactory experience working with groups of students. Successful completion of the Instructional Assistant Exam in English and Spanish coordinating with academic level required for the position (May waive either test requirement with proof of Bachelor's degree , AA degree or completion of 48 college- level units). Previous satisfactory experience working in an educational setting; Clerical related experience sufficient to satisfy' position requirements; and completion or courses in child development, child psychology and language acquisition is desirable.

**Licenses and Certificates**

Requires a valid form of picture identification