Bargaining Unit / Group: ***CSEA 868***
Salary Range: ***117***
Approved: ***January 1, 2016***
Revised:

CAMPBELL UNION SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT-ENGLISH LANGUAGE DEVELOPMENT

JOB DESCRIPTION:

Under the direction of the Site Administrator, assist a certificated teacher in providing instruction to individuals or small groups of limited English speaking students in a classroom environment by translating written materials and oral lectures; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

RESPONSIBILITIES:

- Assist a certificated teacher in providing instruction to individuals or small groups of limited English speaking students in a classroom environment by translating written materials and oral lectures; assist with the implementation of lesson plans.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grade student tests and assignments; record grades; maintain student records and files as assigned.
- Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with spelling and writing exercises and assignments.
- Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor activities as directed; report progress regarding student performance and behavior.
- Assist assigned teacher with the implementation of lesson plans; administer various tests as directed; prepare mandated reports and documentation as required.
- Operate a variety of classroom and office equipment including a computer, copier, overhead projector and laminator as assigned.
- Provide classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Serve as an interpreter for parent conferences and telephone calls as assigned by the position.
- Attend meetings and in-services as assigned.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Correct oral and written usage of English and a designated second language as assigned by the position.

Child guidance principles and practices.

Safe practices in classroom activities.
Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
Basic instructional methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Classroom procedures and appropriate student conduct.
Operation of standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

Ability to:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Assist in the preparation of instructional materials and implementation of lesson plans.
Read, write, translate and interpret English and a designated second language as assigned by the position.
Perform a variety of clerical duties in support of classroom activities.
Read books to students and assist with reading and writing activities as assigned.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Maintain records and files.

Education and Experience:

Special Qualifications upon hire for positions at a school site that is supported by Title I funds pursuant to the "No Child Left Behind Act of 2001":
Complete at least 2 years of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Meet (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

For positions **designated** “Bilingual/Biliterate required” by the district, successful completion of the test certifying bilingualism and biliteracy in English and another language, determined by Campbell Union School District.

REPORTS TO:

Site Administrator

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule

EVALUATION:

Performance of this job will be evaluated in accordance with the District's policies and procedures and existing contract between Campbell Union School District and the California School Employees Association, Chapter 868.

WORKING CONDITIONS:

Classroom environment.
Possible exposure to bodily fluids.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.