



### **Classification Summary**

Performs instructional assistance, lesson planning, materials preparation and a variety of other clerical tasks for teachers.

### **Distinguishing Characteristics**

This class is distinguished from other Instructional Assistant classes by the requirement for fluency in a foreign language to translate and interpret instructional and behavioral information to students from a variety of cultures with English as their second language. The class is distinguished from the Elementary School Assistant by the duties of student instruction in addition to secretarial tasks and the focus on service of a particular class of specific classes, rather than performing secretarial duties for the general school operation.

### **Supervisory Relationships**

1. Incumbents work under the administrative direction of an administrator or other certified supervisor and under the direct supervision of a classroom teacher.
2. Incumbents may supervise parent volunteers, ESCAPE program students and other student aides. This may include orientation to work setting, explanations of procedures, assignment and review of work.

### **Examples of Duties**

1. Confer with teacher and assist in preparation of lessons appropriate to level of instruction; review coverage and comprehension of subject matter and administer tests.
2. Tutor on a one-to-one basis as necessary; assign extra work for quick learners and assist in remediation and completion of assignments by slower-learning students.
3. Monitor and supervise students engaged in activities initiated by the teacher. Record student progress and behavior.
4. Work directly with individuals or small groups using appropriate instructional techniques.
5. Translate instructional materials into students primary language. Translate student communications into English.
6. Compose and format homework assignments, charts, posters, memos, newsletters and other items as requested by the teacher.
7. Prepare, disseminate, collect, process and store or redistribute instructional materials used in class.
8. Prepare classroom materials using current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and production equipment (e.g., thermofax, punching and binding machine, laminator).
9. Collect, sort and correct lessons and tests; record grades in ledger; redistribute as necessary; file classroom materials.
10. Receive and respond to parental inquiries regarding student, program, school, teacher or classroom activities.
11. Supervise lunchroom, classroom, hallways, and recess yards so that an orderly atmosphere is maintained. Control inappropriate behavior, settle disputes and otherwise manage student behavior and activity.
12. Maintain an inventory of supplies for teachers and staff; complete purchase orders for additional materials and stock shelves with new supplies.
13. Administer first aid to minor bumps, scrapes, and bruises of students when minor accidents occur.

### **Required Knowledge, Skills and Abilities**

1. Ability to work with or lead students in group or individual activities.

2. Knowledge of direct instruction techniques and behavior management techniques and the ability to apply that knowledge with students having learning and/or behavior problems. Ability to change or modify techniques quickly and try different methods.
3. Ability to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
4. Ability to use or learn to use computers and word processing software.
5. Ability to communicate beyond the level of instruction using a foreign language both orally and in writing.

**Minimum Qualifications for Class Entry**

1. High-school diploma or equivalent.
2. Fluency in the foreign language required including translation of many dialects into English.
3. Experience in direct instruction of foreign language students.

**Work Environment**

Incumbents work in an Elementary, Middle or Senior High School classroom setting.