



### **Classification Summary**

1. Performs duties of bilingual instructional assistance to the teacher as well as a variety of clerical tasks in support of and preparation for the educational process.
2. The position facilitates the smooth operation of the educational program in one or more classes by attending to details which free the teacher to develop a comprehensive lesson schedule. Aids in preserving the unity of classroom advancement by tutoring students who have difficulty comprehending or who are in need of emphasis on specific aspects of the instructional program.

### **Distinguishing Characteristics**

This class is distinguished from the Elementary School Assistant by the duties of student instruction in addition to secretarial tasks and focus on service of a particular class or specific classes, rather than performing secretarial duties for the general school operation. It is distinguished from the Instructional Assistant by a requirement for fluency in a foreign language and accompanying translation and interpretation skills.

### **Supervisory Relationships**

1. The incumbent works under the administrative direction of an administrator or other certified supervisor and under the direct supervision of a classroom teacher.
2. The position 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 slow-learning students.
3. Monitor and supervise students engaged in activities initiated by the teacher. Record student and behavior.
4. Translate standardized District 4J instructional materials from English to French, Spanish or another language.
5. Compose and format homework assignments, charts, posters, memos, newsletters and other items as requested by the teacher.
6. Prepare, disseminate, collect, process and store or redistribute instructional materials used in class.
7. 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).
8. Collect, sort and correct lessons and tests; record grades in ledger; redistribute as necessary; file classroom materials.
9. Receive and respond to parental inquiries regarding student, program, school, teacher or classroom activities.
10. Supervise lunchroom, classroom, hallways, and recess yards so that an orderly atmosphere is preserved; control aggressive behavior, settle disputes and otherwise manage student behavior and activity.
11. Maintain an inventory of supplies for teachers and staff; complete purchase orders for additional materials and stock shelves with new supplies.
12. 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. Instructional or behavioral management skills.
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. Fluent speaking and reading ability in a foreign language.
3. Previous training, education or experience in educational and behavioral guidance and instruction.
4. Previous training in basic clerical skills. Demonstrated ability to type.

**Work Environment**

The position works at an alternative school in a classroom setting.