

BILINGUAL INSTRUCTIONAL ASSISTANT - PRESCHOOL

DEFINITION

Under supervision, to assist instructional personnel in the preschool program; to provide learning and play experiences to individual students and small groups; converse with children in English and another designated language; to perform oral and written translations to and from English and another designated language; to perform routine clerical and supportive tasks for instructional personnel; and to do other related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists instructional personnel with the presentation of learning materials and in follow up activities.
2. Assists preschool age children in safe learning and recreational experiences.
3. Uses positive reinforcement strategies and other techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
4. Assists in the supervision of preschool age children.
5. Assists children in the development of independence and social skills.
6. Prepares and assists in the set up and preparation of learning activities for use with individual or small groups of students.
7. Communicates with students in English and a designated second language to facilitate instruction.
8. Provides translation, orally and written, for limited or non-English speaking parents and school staff.
9. Maintains a variety of records and files, including confidential student records and information.
10. May perform routine clerical tasks such as typing, computer operation, filing, and photocopying.
11. May assist students with dressing, toileting, feeding, and grooming.
12. Uses good judgment regarding appropriate action to assist injured or physically ill students.
13. Stores and maintains an appropriate inventory of instructional materials, supplies, and equipment.
14. Assists in maintaining an orderly, attractive, and positive learning environment.
15. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development, developmental behavior characteristics; student behavior management strategies and techniques; and routine record keeping techniques.

Ability to:

Read, write, and speak English and another designated language fluently; demonstrate an understanding, patient, and receptive attitude toward young children; utilize a variety of learning activities procedures; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; communicate effectively in oral and written form; appreciate human diversity; pass a District proficiency test in a second designated language; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and six months of experience in an early childhood setting is preferred. Six Early Childhood Education units are required upon appointment (Range 23) and continuation in the educational program each semester until twelve ECE

core units have been completed (Range 24). The twelve core units must cover the general areas of Child Growth and Development; Child Family and Community; and Programs/Curriculum.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Pass a District proficiency test in English usage, language arts and math or have passed CBEST or have completed two years of college.

Fingerprint Requirement:

Fingerprint clearance: 1) Department of Justice 2) FBI 3) Department of Social Services, Community Care Licensing Division (CCLD)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.