

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Bilingual Instructional Assistant

DEFINITION

Under the general direction of the site administrator, in cooperation with the classroom teacher(s), performs the necessary duties to assist in assigned instructional areas to meet the individual needs of students and to assist in the daily operations of the classroom. Communicates effectively in both Spanish and English.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Assists the classroom teacher in maintaining classroom control and in assigned instructional areas to designated students. Interacts with students, encourages their performance, observes progress, and meets instructional needs as they arise
- Shares observations of students with classroom or special program teacher(s)
- Assists in various aspects of classroom work including administering tests, correcting and grading work, and the recording of information
- Participates in lesson planning, staff meetings and conferences
- Prepares materials in both Spanish and English, obtaining supplies and necessary equipment for classroom activities
- Assists in a variety of activities related to the daily operations of the classroom, such as, roll call, lunch count, absences, and out-of-classroom errands
- Maintains necessary records and copying materials
- Performs other related work as required
- Duties may vary depending on funding source

REQUIRED QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Proper grammar in speaking and writing Spanish and English

ABILITY TO:

- Speak with fluency in English and Spanish
- Understand and carry out oral and written directions
- Relate positively to students, staff and the public

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- Read, write, spell and make accurate arithmetic calculations. (California law requires that all instructional assistants pass proficiency tests in reading, language usage and math, equivalent to a graduating senior of the attendance area high school.)
- Learn and follow the practices, rules, and regulations of the district and the school to which assigned
- Maintain the confidentiality of school related information
- Maintain cooperative relationships with those contacted in the course of work
- Learn and implement the principles and practices of the Spanish Immersion education philosophy

EXPERIENCE:

- At least one year experience working with children or in youth related activities
- Experience in a work environment where Spanish conversation and writing is required

EDUCATION:

- High School Diploma or equivalent. (California law requires that all instructional assistants (aides) pass proficiency tests in reading, language usage and math, equivalent to a graduating senior of the attendance area high school. Test may be taken in Spanish, but must also be passed in English.

DESIRABLE QUALIFICATIONS:

- One year or more in a Spanish/English-Bilingual/Bicultural environment
- Knowledge of Hispanic culture(s)
- Specific coursework or training in proper Spanish grammar and syntax
- Possess or obtain CPR Certification

First Reading: August 16, 1993

Approved: 1/10/95

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Approved: 2/20/18