

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

| | | | |
|------------------------|-------------------------|------------------------|-----------------------------|
| TITLE: | Bilingual Inst. Aide II | SUPERVISOR: | Dir of Categorical Programs |
| DEPARTMENT: | School Site | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | WORK YEAR: | As Needed |
| BOARD APPROVAL: | 3/14/07 | SALARY: | Range 6 |
| CSEA APPROVAL: | 1/9/07 | | |

BASIC FUNCTION:

Under supervision of the Director of Categorical Programs and specific supervision of the classroom teacher, assist in supervising classroom, playground and community activities of students; present instructional material under the teacher's direction to individual students or small groups; relieve teacher of routine clerical duties and other duties as required.

REPRESENTATIVE DUTIES:

- Tutor individuals or small groups of special education students, reinforce instruction as directed by the teacher. *E*
- Assist the teacher in meeting the educational needs of students. *E*
- Prepare materials for classroom use for students; correct and record tests and record results on student profiles and other records of students. *E*
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*
- Assist in supervising students in the classroom, on the playground or on field trips. *E*
- Perform a variety of clerical duties such as preparation of instructional materials, scoring papers, recording grades, taking role and maintaining records and files. *E*
- Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting papers and supplies. *E*
- Operate or learn to operate classroom/lab computer equipment. *E*
- Assure the health safety of students by following health and safety rules; assist students by providing proper examples, emotional support, friendly attitude and general guidance. *E*
- Participate in meetings and in-service training programs. *E*
- Direct group activities with students as assigned. *E*
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to graduation from high school.
- Prefer one year of experience working with youth in an organized setting.
- Coursework in child development, child psychology, and/or education desirable.
- Clerical skills-typing filing, etc. desirable.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Bilingual Inst. Aide II

LICENSES AND OTHER REQUIREMENTS:

Obtain CPR/First Aid Certificate

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General purposes and goals of public education
- Concepts of child growth and development and child behavior characteristics.
- Correct English usage, punctuation, spelling and grammar.
- Know and use proper form on manuscript and cursive writing.
- Math concepts at the elementary grade level.

ABILITY TO:

- Read, write, speak Spanish and English fluently.
- Familiar with the cultural heritage of Spanish-speaking students.
- Demonstrate an understanding, patient, warm, receptive attitude towards children.
- Assist in providing instruction to individuals or small groups of students at an assigned elementary school site.
- Perform clerical duties such as filing, duplicating and maintaining routine records.
- Print and write legibly.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Learn the procedures, functions and limitations of assigned duties.
- Communicate effectively with children and adults.
- Monitor and discipline students according to approved policies and procedures.
- Operate instructional and office equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Work independently with little direction.
- Work well with others.
- Learn new equipment and procedures.
- Work with confidentiality and discretion.
- Print and write legibly.

WORKING CONDITIONS:

ENVIRONMENT:

School classroom and playground environment.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Bilingual Inst. Aide II

PHYSICAL ABILITIES:

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials. Ability to lift 50 lbs, or up to 100 lbs with assistance, or carry objects weighing 25 lbs.

HAZARDS:

Blood Borne Pathogens