

**Jefferson School District
Job Description**

Job Title: Instructional Assistant – Bilingual
Reports To: Teacher
FLSA Status: Non-Exempt

JOB SUMMARY

Works under the supervision of an appropriately licensed teacher or administrator to assist by performing instructional tasks in small groups and one-on-one settings, record keeping, student supervision, and facilitating communication between students, staff and parents through translation. Works in close and frequent proximity to the appropriately licensed supervisor, often in an English as a Second Language classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assists students, individually or in groups, with lesson assignments planned by the teacher (language development, reading and grammar).
3. Interprets and/or translates lectures, notes, discussions, files, assemblies, etc. for teacher, students and parents as needed or required.
4. Tutors students individually or in small groups to reinforce and follow-up learning activity(ies).
5. Oversees and supervises students during classroom activities, in library, on field trips, at lunch and recess and on bus duty, ensuring safety and security at all times.
6. Assists the teacher in scheduling appropriate meetings and completion of paperwork, translating as required both written correspondence and telephone calls to parents who don't speak English.
7. Assists the teacher, when directed, in communicating with parents/guardians regarding students' progress in general, translating as required.
8. Assists teachers with a variety of clerical duties including answering telephones, routing telephone calls or messages to appropriate staff, filing, typing, duplicating materials and operating general office machinery including photocopy machines, computers and fax machines.
9. Maintains accurate and current student records, attendance records and files.
10. Maintains a safe learning environment for students at all times.
11. Follows the prescribed daily schedule as outlined by the teacher.
12. Assists with administering and supervising student assessments, surveys, etc.
13. Assists with the ELD (English Language Development) program.
14. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
15. Assists the teacher in developing educational materials (copying, typing, laminating, etc.).
16. Assists students with managing behaviors and resolving conflicts.
17. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
18. Participates effectively at regular team meetings with teacher and other support staff using appropriate social skills, problem solving and conflict resolution strategies.
19. Maintains discipline in the absence of the teacher.
20. Reports safety, sanitary and fire hazards immediately to supervisor.

21. Maintains appropriate certifications and training hours as required.
22. Complies with applicable District, state, local and federal laws, rules and regulations.
23. Interacts thoughtfully and courteously with students, staff and community.
24. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Fills out communication log(s).

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an 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 enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school; or at least one year related experience and/or training; or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a school setting at the grade levels sought for this position strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with young students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English and Spanish. Demonstrated ability to translate between English and Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs

strongly preferred: MS Word, Outlook, Infinite Visions and Web Portal. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate and translate information to students, teachers, parents and members of the community. Ability to exercise good judgment and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, bloodborne pathogen training and blood spill training.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: February 2010

Updated: January 2016

I have read and understand this job description.

Signature: _____

Date: _____