

**ENGLISH LANGUAGE DEVELOPMENT ASSISTANT  
WITH BILINGUAL SKILL**

<b>JOB SUMMARY</b>	Under the direction of the site administrator, assist certificated teacher(s) in an assigned environment by providing instruction to individuals and small groups of students in proper English and providing support in primary language as required. Translate simple notes from the staff to parents in primary language and parents to teachers in English.
<b>TYPICAL DUTIES</b>	Reinforce instruction to individual and small groups of students using proper English, and, as directed by the teacher; may be required to provide support in the appropriate primary language; translate (both to proper English and primary language), notes from teachers and from the parents as required; interpret at parent-teacher conferences, meetings, and telephone calls. Utilizing strong, proper English skills assist students in all academic areas, either individually or in groups, using primary language support as needed; lead groups in learning activities; administer and score tests; correct homework and papers; record grades and work completed; confer with teacher(s) regarding all student progress and/or problems; perform clerical duties in support of classroom activities; set up, and clean up, work and play areas. May assist teachers with arranging displays and/or bulletin boards. Monitor student conduct in the classroom, on the playground, and other school areas; accompany students to and from school locations and on field trips. May be required to administer first aid/CPR. Assist in maintaining a neat and orderly classroom environment; perform other related duties as assigned.
<b>JOB REQUIREMENTS</b>	Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, excellent command of the English language, written and verbal, and some experience working with limited or non-English speaking children in an organized setting. Possession of a certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card must be obtained during the probationary period. Maintain up-to-date certificates in first aid and CPR.
<b>Knowledge of:</b>	Basic child guidance principles and practices; correct grammar, spelling, punctuation, and pronunciation in both English and required primary language; basic subjects taught in District schools; effective interpersonal and communication skills; general classroom procedures and appropriate conduct; basic record keeping methods.
<b>Ability to:</b>	Assist in the instruction of individual and small groups of children in academic subjects, physical education, or other assigned instructional areas in English and to provide support in appropriate primary language as needed; understand cultural differences and establish rapport with limited and non-English speaking students and parents; follow oral and written instructions; perform clerical duties in support of classroom activities; communicate effectively with students, staff, and parents in English, and appropriate primary language if needed.
<b>LICENSE</b>	Some positions may require possession of a valid California driver's license, and the ability to maintain qualification for district vehicle insurance, to drive a personal vehicle to assist students at more than one school during your work day.

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**PHYSICAL ABILITY**

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. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability. Stand and walk for extended periods of time to monitor and assist students in the classroom and on the playground.

The noise level in the work environment is usually moderate.