

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### INSTRUCTIONAL ASSISTANT-BILINGUAL

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#### **DEFINITION:**

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a variety of subjects in environment in English and a designated second language; assist in the preparation of instructional materials and implementation of lesson plans; assist in the implementation of a behavior modification programs; perform routine clerical and supportive tasks for instructional personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist a certificated teacher in the implementation of curriculum, presentation of learning materials and instructional exercises in English and a designated second language by translating written materials and oral lectures and transferring key vocabulary to individual or small groups of students in a variety of subjects.
- Assist second language learners to become proficient in English; speak, read and write in English and the designated second language.
- Provide interpretation/translation for parents, school personnel and students during phone calls, meetings, parent conferences, meetings and assemblies.
- Tutor and lead individual or small groups of students with limited or non-English speaking students reinforcing instruction in basic academic subjects as directed by the teacher; confer with the teacher concerning lesson plans and materials to meet student needs; monitor and oversee student drills, practices and assignments in various subjects.
- Perform a variety of clerical duties and supportive tasks in support of classroom activities such as preparing, copying and filing instructional materials.
- Adapt activities, assignments or materials under the direction of an assigned teacher; assist students in completing classroom assignments, homework and projects in various academic subjects; assist student to reach academic goals and grade level standards.
- Ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Observe, guide and support student behavior in the classroom and other school environments according to approved procedures; apply behavior modification techniques developed for classroom use.
- Monitor students during outdoor activities including lunch, recess and field trips as directed; report progress regarding student performance, social skills and behavior; escort students to and from designated school locations.
- Set up work areas, supplies and equipment in the classroom for student use; administer various assignments, tests or make-up work as directed by teacher; correct daily assignments.
- Operate a variety of classroom and office equipment including audiovisual equipment, a computer and assigned software.
- Ensure the health and safety of students by following established District policies practices and procedures; maintain classroom learning environment in a safe, orderly and clean manner.
- Communicate with teachers, support staff, parents, personnel and others to exchange information and resolve issues or concerns; provide coordinators, teachers, and school administrators with relevant feedback and information on students' progress through observation and daily contact.
- Maintain confidentiality of student information; prepare files, logs and documentation as required.
- Attend meetings and in-services as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.
- Assist in the implementation of Individual Education Plans (IEP's), 504 Plans and related goals and objectives as assigned by the position.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized learning environment.

### Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.
- Incumbents in this classification are required to speak, read and write in English and a designated second language.

### Knowledge of:

- Child guidance principles and practices especially as they relate to students with special learning needs.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language, vocabulary and reading.
- Basic instructional methods and techniques.
- Correct usage, grammar, spelling, punctuation, vocabulary in English and a designated second language.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment including a computer and assigned software.
- Techniques used in providing positive behavior support and motivating students.
- Basic arithmetic computations.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic data collection and record-keeping techniques.

### Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Speak, read and write in English and a designated second language.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Perform clerical work and operate standard office equipment, computers and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative, empathetic and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Apply behavior modification techniques developed for classroom use.
- Understand the exceptional needs of special education students.
- Model appropriate social skills and social interactions.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Maintain confidentiality of student information.
- Perform arithmetic calculations quickly and accurately.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor/Classroom/Outdoor environment.

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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.

- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

Hazards:

- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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