

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: INSTRUCTIONAL AIDE II

Classification: Range 29

BASIC FUNCTION:

Provide instruction to individuals or small groups of limited or non-English speaking students in a classroom, pull-out or other learning environment; prepare or modify instructional materials and perform clerical duties as assigned; translate for parents and teachers as required.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Assist a certificated teacher with instructing in English and a second designated language; translate lessons from English to the designated language.

Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction and following up on specific language, spelling, reading and other subject activities as directed.

Participate in and provide oral and written translation in parent-teacher conferences, telephone calls and other District communications with limited or non-English speaking students, parents and family members; translate notes, letters and other materials as necessary.

Communicate with students in English and a designated second language to facilitate instructional processes.

Prepare, score and record papers as directed, including proficiency placement tests; maintain student records and files as directed; assist students in reviewing homework assignments and test results.

Perform a variety of clerical duties such as recording grades, assembling materials, preparing individual profile charts, taking roll, making phone calls to parents, maintaining records and files and typing and duplicating classroom materials.

Prepare and operate audio-visual, general office equipment and other instructional equipment; distribute and collect papers and supplies.

Report progress regarding student performance and behavior as required.

Attend meetings and in-service training related to bilingual curriculum or student-related issues.

Perform related duties as assigned.

ENGLISH LANGUAGE OPTION:

Incumbents assigned to this option are required to speak, read and write fluently in English.

HMONG LANGUAGE OPTION:

Incumbents assigned to this option are required to speak, read and write fluently in English and Hmong.

LAOTIAN LANGUAGE OPTION:

Incumbents assigned to this option are required to speak, read and write fluently in English and Laotian.

SPANISH LANGUAGE OPTION:

Incumbents assigned to this option are required to speak, read and write fluently in English and Spanish.

VIETNAMESE LANGUAGE OPTION:

Incumbents assigned to this option are required to speak, read and write fluently in English and Vietnamese.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.
Child guidance principles and practices.
Positive behavior reinforcement techniques.
Basic subjects taught in the District schools, including grammar, spelling, language and reading.
Safe practices in classroom activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Reading and writing communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Classroom procedures and conduct.

ABILITY TO:

Assist with the instructional and related activities of the assigned learning environment.
Read, write and translate English and a designated second language.
Speak and interpret English and a designated second language.
Establish and maintain effective relationships with students, parents, staff and the public including members of ethnic communities and foreign countries.
Demonstrate an understanding, patient and receptive attitude toward individuals

from foreign cultures and ethnic communities.
Perform clerical duties such as duplicating and maintaining record and files related to the instructional program.
Print and write legibly.
Understand and follow oral and written directions.
Read, interpret and follow rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Observe and control student behavior according to approved policies and procedures.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and responsible experience working with youth in an organized setting and some experience working with people of various cultures.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess one of the following:

- a) Completed two years (48 units) of higher education or
- b) Obtained an Associates (AA) or higher degree or
- c) Passed a formal State or District academic assessment demonstrating knowledge of and the ability to assist in the teaching of Reading, Writing, and Mathematics.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Bending at the waist and kneeling or crouching to provide assistance.

Dexterity of hands and fingers to operate various office and instructional equipment.