

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 1988
RANGE: 35.5
CLASSIFIED
CODE: 5, 7

INSTRUCTIONAL AIDE II – BILINGUAL/BICULTURAL

DEFINITION

Under general supervision, the Instructional Aide II – Bilingual/Bicultural will perform a variety of bilingual instructional activities;

perform a variety of supportive tasks and follow-up activities;

serve as an interpreter for parents and community members with a limited English speaking ability;

do other related work as required.

EXAMPLES OF DUTIES

Assist instructional personnel in the implementation of individual educational plans for students experiencing bilingual instructional needs;

tutor individuals and small groups of students to reinforce and follow up learning activities;

assist students in the development of appropriate social behaviors;

perform a variety of behavior management and behavior shaping functions;

develop and assist in the development of specialized instructional materials;

operate and assist students in the operation of a variety of instructional media machines and equipment;

assist in the development and maintenance of student records and files;

requisition, store, distribute, and maintain an inventory of educational materials, supplies, and equipment;

assist in the development and maintenance of a learning environment appropriate to the special instructional requirements of students;

administer routine first aid and determine the need to seek assistance for students with non-routine illness or injury;

use a second language and provide cultural experiences to assist students with bilingual/bicultural needs;

may make home visits;

may serve as a translator to facilitate communication with monolingual, non-English speaking members of the school community;

may assist parents to utilize community resources;

may coordinate services of various agencies;

may serve as liaison between school and home;

perform a variety of other clerical tasks, such as taking roll, collecting monies, and completing forms.

QUALIFICATIONS

Knowledge of:

Child development and behavior characteristics;

behavior management strategies and techniques utilized with students experiencing bilingual instructional problems;

appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment;

basic arithmetical concepts;

routine record storage, retrieval, and management procedures;

Instructional strategies utilized with students involved with bilingual instructional problems.

Ability to:

Demonstrate an empathetic, patient, and receptive attitude with students experiencing bilingual instructional needs;

interpret, understand, and follow specific student educational plans and courses of study;

appropriately apply basic first aid;

communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and to serve as an appropriate language model;

perform routine clerical tasks and operate a variety of educational and office related machines and equipment;

learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with children, adults, and community resources;

must be able to lift 50 pounds.

Experience:

Two (2) years of paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs.

Education:

Equivalent to the completion of the twelfth grade, with coursework or training in child growth and development, instructional technology, or bilingual instructional processes.

License and Certificate Requirement:

Possess or secure within six (6) months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent;

Conditions of employment:

A preplacement medical assessment is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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