

## **INSTRUCTIONAL ASSISTANT II/B.B.**

### **DEFINITION**

Under general supervision, performs a variety of bilingual/bicultural instructional activities; performs a variety of supportive tasks and follow-up activities; serves as an interpreter for community members with a limited English speaking ability; performs other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- assists instructional personnel in the implementation of individual educational plans for students experiencing bilingual/bicultural instructional needs
- tutors individuals and small groups of students to reinforce and follow-up language development and learning activities
- assists students in the development of appropriate social and adaptive behaviors
- develops and assists in the development of specialized instructional materials
- assists in the development and maintenance of student records and files
- administers and scores criterion referenced tests, language proficiency tests and general aptitude tests
- requisitions, stores, distributes and maintains an inventory of bilingual/bicultural educational materials, supplies, and equipment
- assists in the development and maintenance of a learning environment appropriate to the special instructional and language requirements of students
- administers routine first aid and determines when to seek assistance for students with non-routine illness or injury
- uses a second language and provides cultural experiences to assist students with bilingual/bicultural needs
- may serve as a translator and interpreter to facilitate communication with monolingual, non-English speaking members of the school community
- performs language census testing and records the results
- may make home visits to assist in the understanding of educational programs and activities, and to encourage participation in the educational process serves as a language testing proctor
- may make recommendations as to when a student is ready to transition to a monolingual class

### **QUALIFICATIONS**

**Knowledge of:** Child development and behavior characteristics, and the cultural attitudes of

**Ability to:** Demonstrate an empathetic, patient, and receptive attitude with students experiencing bilingual/bicultural instructional needs; interprets, understands, and follows specific student educational plans and courses of study; communicates 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 ~~71293(c)(1)(i) 13(m)216(e) 615~~ enhanctasksex