

SPECIAL SERVICES ASSISTANT

DEFINITION

Under general supervision, assesses second language learners for fluency in English and primary language; serves as an interpreter for community members with a limited English speaking ability; performs clerical and other related work as assigned and/or required.

ESSENTIAL DUTIES

assists in the development and maintenance of student records and files
administers and scores criterion referenced tests, language proficiency tests and general aptitude tests
assists in district-wide administration of criterion referenced tests, language proficiency tests, and general aptitude tests
provides information to schools and parents regarding test results and District programs and services for English Learners
assists in annual certification of CELDT testers -

routine illness or injury

uses a second language and provides cultural experiences
bilingual/bicultural needs

may serve as a translator and interpreter to facilitate communication
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 needs
and to encourage participation in the educational process serve

proctor

may make recommendations as to when a student is ready to transition to
class

QUALIFICATIONS

Knowledge of: Child development and behavior characteristics, and the cultural attitudes of children with bilingual/bicultural instructional needs; behavior management strategies and techniques utilized with students experiencing bilingual/bicultural instructional problems; appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment; basic mathematical concepts; routine record storage, retrieval, and management procedures; instructional strategies used with students involved with bilingual/bicultural instructional problems.

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 educational environment; understand and follow oral and written directions; establish and maintain cooperative working relationships with children and adults; and demonstrate the ability to effectively use a microcomputer.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience : One year of paid or volunteer experience working with students experiencing language deficiencies and remedial instructional needs is preferred.

Education : Verification of a High School diploma, GED certificate or higher degree; training or course work in child growth and development, special education, instructional technology, or a closely related field is desirable.

Licenses: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.