

INSTRUCTIONAL AND RESOURCE AIDE

(Designated Language)

DEFINITION

Under general supervision, performs a variety of instructional and clerical duties designed to free the instructor from routine work related to the educational program; serves school staff and administration as an interpreter, resource aide and liaison to students and families; and performs related work as required.

CLASS CHARACTERISTICS

This class is distinguished from the class of instructional aide-bilingual by the regular performance of duties relating to serving as a resource to bilingual students. As part of a regular assignment, positions in this class serve as an interpreter, resource aide, and liaison to limited or non-English speaking students. The duties below are representative of the collective duties of the positions in this class; however, no one position will normally perform all of these duties.

EXAMPLES OF DUTIES

Serves as an interpreter for the school in a designated language; interprets information orally; translates written material into designated language. *E*

Serves as a department aide for foreign language teachers; serves as bilingual resource aide to attendance office and assistant principals regarding attendance, rule information, discipline, student problems, or parental liaison. *E*

Composes letters and notices to parents. *E*

Provides school with input regarding cultural aspects such as holidays, food, and entertainment. *E*

Listens to, tutors, and drills individual students and/or groups of students in English, reading, history, mathematics and other subjects according to instructions and guidance from a teacher; works with individual or small groups in presenting routine instructional materials, interpreting or translating as necessary. *E*

Researches and prepares instructional and motivational materials such as vocabulary lists and worksheets, both in English and a second language. *E*

Observes progress and behavior of students and confers with teacher(s) accordingly. *E*

Operates various equipment such as a typewriter, mimeograph, and duplicating machine; operates audio-visual equipment. *E*

Assists with registration, class selection, and orientation of bilingual students. *E*

EXAMPLES OF DUTIES (cont.)

Assists in testing bilingual students in proficiency tests and language assessment; administers and scores tests. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General needs of limited or non-English speaking students;
2. General aims and purposes of high school education program;
3. Modern office equipment and procedures;
4. English usage, spelling, grammar, and punctuation;
5. Basic math;
6. Simple record keeping; and
7. General principles of supervision and training.

Ability to:

1. Understand the needs of and possess a genuine liking for high school students;
2. Converse and deal tactfully and effectively with students/parents in sometimes stressful situations;
3. Use good judgment in exercising initiative in performance of duties and recognizing scope of authority;
4. Communicate effectively with students, parents, teachers, and other staff members;
5. Read and understand pertinent information, school district policies, procedures, and functions quickly and apply them without immediate supervision;
6. Operate audio-visual equipment;
7. Read, write, and speak a designated language fluently;
8. Determine sensitivity and confidentiality of information/communications and retain that confidentiality;
9. Maintain simple records;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. Post-secondary education is desirable.

EXPERIENCE

Some experience working with high school students and/or limited- or non-English students.

WORKING CONDITIONS

Environment:

Classroom environment.

Physical Activities:

Hearing and speaking to exchange information in a designated second language; standing for extended periods of time; bending at the waist; kneeling or crouching to provide assistance; seeing to read assignments and monitor student activities.

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1/87

6/89