

Job Description

CLASS TITLE: **Bilingual Instructional Aide** (Bargaining Unit Position)

Range 5

Basic Function:

Under the direction of the School Principal, support the instructional program for college bound students at the high school level.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Prepares and assembles written materials related to advanced instructional programs.
Attends meetings with students and parents relating to college preparation and academic progress.

Provides high-level tutorial support for identified program participants (e.g. AVID).
Assists certificated staff in preparing required county, state and/or federal documents.
Provides clerical support for special programs.
Provides guidance and assistance in choosing future higher education opportunities.
Instruct students on proper note taking, outlining and study techniques.
Organizes and tracks grades and test performance information on assigned students.
Assists students in using sophisticated English composition skills.
Instruct students in the use of inquiry skills.
Helps to organize student efforts around clear-cut personal achievement goals.
Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

English language at advanced level of reading writing and speaking.
Efficient office practices.
Instructional strategies
College and high school curricula
Public relations practices
General operation of schools

ABILITY TO:

Take direction from supervisors.
Communicate with proper English usage orally and in writing.
Understand and interpret complex textbooks for various college preparatory classes.
Relate well to students and control their behavior when necessary.
Relate well with supervisors and other staff members.
Assist students to reach college preparatory competency in English and math.
Pass a competitive job related exam
Operate computers with speed and accuracy.
Learn new approaches to motivating and assisting college preparatory students.
Read and interpret documents such as college manuals, entrance requirements and applications.
Apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Deal with problems involving several concrete variables.
Maintain composure when faced with critical deadlines.
Cooperate with school personnel and the public.
Maintain positive relations with staff, parents and community.
Assist in preparation of special program budget.
Arrange for attendance at conferences and workshops relating to special program.
Occasionally lift or move up to 10 lbs.
Stand, sit, walk, reach with hands and arms and stoop.

EDUCATION AND EXPERIENCE:

AA degree or equivalent. (BA preferred)
Supplemental training in working with young people desired

WORKING CONDITIONS:

ENVIRONMENT:

The noise level in the work environment is moderate. Interruptions due to phone calls or walk-in traffic are frequent. The position demands meeting deadlines with severe time constraints.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Adopted: (6/05)