

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/2018 Effective Date	SPECIAL PROGRAMS INSTRUCTIONAL ASSISTANT BILINGUAL EDUCATION Job Title	2.12.3 Index
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PURPOSE

To improve student achievement by assisting a licensed teacher in the planning and implementation of an educational program, including individualized education programs (IEPs). Assigned educational programs may include both general and bilingual education settings.

To perform instructional activities in support of the prescribed lesson plan and delivered to students within the least restrictive environment (LRE) conducive to student success; to assist in providing a safe, healthy environment for students, including students with complex behavior or medical needs; to assist with student data collection and perform a variety of clerical duties.

CLASS CHARACTERISTICS

Positions in this classification perform instructional assistance and routine clerical duties in all education programs and settings, pre-kindergarten to post-secondary. Positions in this classification may also provide support during student transportation. May assist the teacher in small and large group settings, or in individual tutoring, sometimes in a reasonably autonomous fashion. Positions in this classification generally provide support for students in bilingual education settings, but may also support students in general education settings and/or in other specialized instruction or support programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned administrator and work direction from other licensed staff and/or office manager.

ESSENTIAL FUNCTIONS OF THE JOB

May include, but are not limited to, the following:

Assisting in planning and implementation of learning experiences for students; confers with teacher to provide feedback on student performance in tutorial and testing activities.

Under the direction of a licensed teacher, providing supplemental practice in various learning experiences, including drills and activities using learning strategies designed to reinforce or modify skills.

Helping students develop positive interpersonal relationships with peers and adults; promoting safety of the students by helping them develop self-confidence.

Observing students and assisting in recording student development and progress; informing supervisor of any unusual academic or disciplinary problems.

Interpreting and implementing a behavior management program; trains and assists students in behavior management; provides education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.

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Preparing instructional materials related to area of assignment; copies materials, develops visual aides and charts, and collects and distributes supplies and equipment.

May set up and take down PE equipment and/or set out health class materials.

May receive monies and perform record keeping related to the accounting for funds received.

May perform duties in a library; assists students with locating books; reads stories to students.

Supporting students during transportation to and from school as a bus rider.

Operating a computer to take attendance and to do basic data entry assignments.

Implementing medical protocols as required for individual students, including bathroom protocols, feeding protocols, and medication management.

Use of program or setting-specific software programs for both instruction and maintenance of student and program records.

Assists during conferences and phone calls as needed for translating.

Assists students in English language attainment and mastery by providing instruction and support in students' native language.

Supervising students in a variety of settings, including on the playground, in hallways or on entering or leaving the classroom.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of instructional program within area of assignment.

Proper child care techniques.

Techniques and methods of student supervision and classroom management.

English usage, spelling, grammar and punctuation.

Other language usage, spelling, grammar, and punctuation, as required of specific program or assignment.

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Modern office methods, practices, procedures and computer equipment.

Ability to:

Learn growth and development principles of students.

Monitor student progress and advise teacher of student progress or perceived deficiencies.

Patiently and effectively work with students, including students with behavioral problems and mild learning disabilities.

Learn basic first aid and safety requirements.

Work in a team situation.

Work independently, in the absence of direct teacher contact, to carry out a prescribed lesson plan or activity schedule.

Apply prescribed instructional program in small and large group settings and in an individual tutoring setting.

Type at a speed necessary for successful job performance.

Physically perform job tasks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible instructional assistance experience, preferably involving support of students with specific linguistic, cultural, social/behavioral, or other learning needs.

Training:

Equivalent to the completion of the twelfth grade, supplemented by college level course work or special vocational training in bilingual education principles and practices, and/or behavior management. May require Highly Qualified (HQ) Certification if assigned to a Title 1 school.

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Work Environment

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

Physical Requirements

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects and lifting and positioning students. Intermittent walking, bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day.

May be required to restrain a student using moderate strength (20-50 pounds push or pull) and Mandt techniques. Always working to deescalate a situation. Constant moving around a classroom to assist various students. May be required to assist with behavior plans in order to manage and monitor student behavior and safety.

Salem-Keizer School District is an equal opportunity employer.

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____