

VISTA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT II - ELD/BB

DEFINITION

Under general supervision, to perform a variety of English language development and bilingual instructional activities; to perform a variety of supportive tasks and follow-up activities; and to do other related work as required.

ESSENTIAL DUTIES

- Assist instructional personnel in the implementation of individual educational plans for students experiencing oral English and Bilingual instructional needs.
- Tutor individuals and small groups of students to reinforce and follow up learning activities.
- Assist students in the development of appropriate social behaviors and in their understanding of cultural expectancies.
- Perform a variety of behavior management and behavior shaping functions.
- Develop and assist in the development of specialized ELD and bilingual and bi-cultural instructional materials.
- Assist in the development and maintenance of student records and files, pertaining to language and basic skill development.
- Administer and score criterion referenced tests and standard language tests to determine student language and basic skill proficiency levels.
- Requisition, store, distribute, and maintain an inventory of educational materials, supplies, and equipment.
- Assist in the development and maintenance of a learning environment appropriate to the special instructional and cultural understanding requirements of students.
- Use a second language, as necessary, in assisting students with language and basic skill needs.

QUALIFICATIONS

Knowledge of:

Child development and behavior characteristics;
Behavior management and instructional strategies and techniques utilized with students experiencing English language development instructional problems;
Appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment;
Basic arithmetical concepts;
Routine record storage, retrieval, and management procedures.

Ability to:

Demonstrate an empathetic, patient, and receptive attitude with students experiencing English language development and other instructional needs;
Interpret, understand, and follow specific student educational plans and courses of study;

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Communicate satisfactorily in oral and written form in English, and a second language as required by the assignment, and 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 carry out oral and written directions;
Establish and maintain cooperative working relationships with children and adults.

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.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve running, walking or standing for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

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

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Some paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs.

Education:

Equivalent to the completion of the twelfth grade, with course work or training in child growth and development, instructional technology, or English language development instructional processes.