

## LEMON GROVE SCHOOL DISTRICT

### **CLASS TITLE: BILINGUAL INSTRUCTIONAL ASSISTANT**

#### **DEFINITION:**

Under the direction of the Principal at assigned schools and the District Bilingual Resource Teacher, perform various instructional tasks in assisting with educational needs of pupils and does related work as required.

#### **JOB RELATIONSHIPS:**

Supervised by the Principals and teachers to whom assigned; has direct contact with students, parents and staff.

#### **TYPICAL DUTIES:**

Administers and scores language proficiency tests; records test data in cums.

Arranges transfers of LEP (Limited English Proficient) pupils between sites and arranges for bus service if appropriate.

Interprets at parent conferences and Individualized Education Program meetings, when requested.

Translates parent communications.

Tutors individual and small groups of LEP students.

Assists in the supervision of students.

Performs other duties as assigned.

#### **KNOWLEDGE OF:**

Some knowledge of public education

#### **ABILITY TO:**

Function satisfactorily with elementary pupils.

Demonstrated ability to read, write, speak and translate in English and in a language other than English.

Follow written and oral directions.

Must have an interest and the general ability to work and direct pupils.

Work well with other employees.

#### **ENVIRONMENT:**

Classroom environment

#### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to assist students.

Sitting or standing for extended periods of time.