



## **Goleta Union School District**

### **Instructional Assistant - Bilingual/Bicultural**

#### ***Basic Function***

Under the direction of a Principal, perform a variety of bilingual/bicultural instructional activities; perform a variety of supportive tasks and follow-up activities; serve as an interpreter for community members with a limited English speaking ability.

#### ***Representative Duties***

Assist instructional personnel in the implementation of individual educational plans for students experiencing bilingual/bicultural instructional needs; tutor individuals and small groups of students to reinforce and follow-up learning activities. E

Assist students in the development of appropriate social behaviors; perform a variety of behavior management and behavior shaping functions. E

Develop and assist in the development of specialized instructional materials. E

Assist in the development and maintenance of student records and files. E

Administer and score criterion referenced and general achievement tests, and test to determine student proficiency levels. E

Requisition, store, distribute and maintain an inventory of educational materials, supplies and equipment. E

Assist in the development and maintenance of a learning environment appropriate to the special instructional requirements of students. E

Provide pupils with bicultural experiences to enhance their educational program. E

Use a second language to assist student with bilingual/bicultural needs; serve as a translator to facilitate communication with monolingual, non-English speaking members of the school community. E

Drive an automobile to multiple assignment locations or to transport students as assigned.

Participate in parent conferences as assigned.

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Child development and behavior characteristics.

Behavior management and instructional strategies and techniques utilized with students experiencing bilingual/bicultural instructional problems.

Correct oral and written usage of English and a designated second language.

Basic arithmetic concepts.

Routine record management, automated data storage and retrieval systems and procedures.

#### ***Education and Experience***

Any combination equivalent to: graduation from high school supplemented by course work or training in child growth and development, instructional technology and bilingual/bicultural instructional processes and one year of experience working with elementary age students using a second designated language.

## **Instructional Assistant - Bilingual/Bicultural**

### ***Licenses and Other Requirements***

Some positions in this classification may be required to possess a valid California Driver License.  
Speak, read, write and translate in a second designated language.  
Satisfactory completion of the District Instructional Assistant Competency Exam.

### ***Environment***

Indoor environment.  
Driving a vehicle to conduct work as required by position.

### ***Physical Demands***

Standing for extended periods of time.  
Dexterity of hands and fingers to operate a computer keyboard.  
Bending at the waist.  
Kneeling on the ground to play with children.

### ***Hazards***

None