

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TEACHING ASSOCIATE-BILINGUAL

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide primary language assistance to English Language Learners (ELL); provide supplementary instruction for students as part of classroom teaching team; tutor individual or small groups of students in need of additional assistance in mathematics, history, and science in the students' primary language.

ESSENTIAL FUNCTIONS:

Tutor English Language Learner students as they acquire concepts taught in mathematics, history and science.

Work collaboratively with a classroom teacher regarding designated lesson plans in an effort to meet academic needs of individual English Language Learners.

Assist with parent conferences and student study team meetings as required.

Learn grade level standards, content, objectives, and curriculum taught to students in order to help students reach teacher expectations.

Assist classroom teacher in providing access to core curriculum and equal opportunities for English Language Learners.

Provide translation and interpreting services as needed.

Assist and participate in staff development as needed and/or required.

Conduct home visits as needed to further student academic achievement.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling.

Child guidance principles and practices.

Basic instructional methods and techniques.

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

Oral and written communication skills.

Policies and objectives of assigned program and activities.

Specific culture related to English learners.

District organization, operations, policies and objectives.
Social and academic problems of children who are learning English.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Read, write, translate and interpret English and a specific language other than English.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Work confidentially with discretion.
Work independently with little direction.
Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individuals or small groups of students as directed by the teacher.
Maintain consistent, punctual and regular attendance.
Sit or stand for extended periods of time.
Hear and speak to exchange information.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Successful completion of Instructional Assistant Proficiency Test.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.
Driving a vehicle to conduct work.