



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

June 1991

### INSTRUCTIONAL AIDE - ENGLISH AS A SECOND LANGUAGE

#### DEFINITION

Under immediate supervision, to assist a teacher by performing a variety of tasks which are supportive of the instructional program; and to do related work as required.

#### DISTINGUISHING CHARACTERISTICS

Positions in this class are established to assist teachers in instructional activities provided for non-English speaking students enrolled in Adult School courses. Bilingual ability in English and another language is highly desirable.

#### EXAMPLES OF DUTIES

Organizes, prepares, and works with instructional materials unique to the program; works with individuals and with small groups of students to reinforce learning, assisting students in drills and exercises; utilizes audio-visual aids; assists students by identifying available community agencies and services; performs routine clerical tasks inherent to the classroom setting; assists in maintaining a neat and orderly room environment; as directed, works with students on a one-to-one basis to assist them with language problems; maintains routine informational records; translates and types communications both in English and another language.

#### REQUIRED QUALIFICATIONS

##### Knowledge of:

School policies, methods, and practices generally used with students learning a new language.

##### Ability to:

- Work effectively with students;
- Project a warm and friendly manner and disposition;
- Use good judgment in a variety of circumstances and situations;
- Communicate effectively;
- Understand and follow oral and written directions;
- Establish and maintain cooperative and effective working relationships with students and adults;
- Communicate in a foreign language when identified as a requirement;
- Operate a typewriter is desirable.

INSTRUCTIONAL AIDE - ENGLISH AS A SECOND LANGUAGE – page 2

Experience:

Demonstrated experience with group activities in home, church, or community is highly desirable.

Education:

Completion of tenth grade, preferably including or supplemented by courses or training in childcare, child guidance work or youth activities.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 135
- School Year