

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

BILINGUAL INSTRUCTIONAL ASSISTANT

DEFINITION

Will provide assistance to teachers or school staff by performing tasks which are supportive of the classroom and conducive to the academic, social, and emotional growth of the students while utilizing both English and a secondary language. This includes the following classroom environments, academic, physical education (P.E.), and music.

DISTINGUISHING CHARACTERISTICS

This is an entry level class which requires a secondary language in the Instructional Assistant series. Positions assigned to this class can be distinguished from high level classes by performance of duties related to providing general assistance and support to students or a classroom teacher.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from school site and/or district administration.

EXAMPLE OF DUTIES – Duties may include, but are not limited to, the following:

Provide instructional assistance to students and/or teachers in directing classroom activities based on the specific needs of the program. Provide assistance to individuals and small groups of students in academics, athletics, and/or music instruction as directed by the teacher. Set up and clean up supplies, materials, and equipment. Assists in maintaining an environment that is safe, orderly, and clean. Provide assistance to the teacher by setting up work areas, displays, operating classroom technology/equipment, and distributing and collecting supplies and materials. Assists in supervising students in educational settings. Assists in maintaining classroom control and discipline according to policies established by the school administration. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of students with a variety of differing needs. Knowledge of technology, supplies, and equipment used in a school setting. Ability to organize, supervise, and assist in the instruction of students. Ability to communicate effectively with students and staff. Ability to follow oral and written instructions. Ability to establish and maintain cooperative working relationships with those contacted in the work environment. Ability to move classroom chairs, desks, music equipment, music stands, or P.E. equipment. Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.)

Experience and Training Guidelines:

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

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
Bilingual Instructional Assistant (Continued)

Experience and Training Guidelines: (Continued)

Experience:

Some experience working with students of different ages who have differing needs; preferred but not required.

Training:

Formal or informal training which provides the skills necessary to perform the job.

Certifications and additional requirements:

Incumbents are required to pass the district bilingual proficient test. (Testing available through Human Resources. Must be obtained prior to submitting application.)

And must meet one of the following:

Completion of 48 units of college course work,  
AA degree or higher,  
Passage of Instructional Aide Testing (ESSA). (Testing available through Human Resources. Must be obtained prior to submitting application.)

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_