

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

LANGUAGE DEVELOPMENT AIDE

DEFINITION

To provide language development instruction for limited English students; to assist with specialized testing/record keeping at appropriate sites.

DISTINGUISHING CHARACTERISTICS

This is an intermediate level class in the Instructional Aide series. Positions assigned to this class can be distinguished from higher level classes by performance of duties related to providing general assistance and support to a classroom teacher or school staff. Incumbents may operate under the supervision of a teacher or other school staff and perform duties within defined guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative supervisory staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assists in directing language acquisition activities based on specific instructions. Works with individuals and small groups of limited English proficient children under the direction of a certificated professional. Performs specialized assessment and record keeping associated with placement and progress of limited English proficient students. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of general needs and behavior of children. Knowledge of correct English usage, spelling, grammar, and punctuation. Knowledge of the subject matter to be taught. Knowledge of modern office methods, supplies, and equipment. Ability to organize, supervise, and instruct students in a variety of activities. Ability to speak, read, and write clearly and distinctly. Ability to analyze situations accurately and adopt an effective course of action. Ability to perform routine clerical work. Ability to understand and follow oral and written directions. Ability to establish and maintain effective working relationships with those contacted in the course of work. Ability to communicate effectively with students and to project a mature, constructive, stable, and healthy attitude in a learning environment.

CLASSIFIED JOB DESCRIPTION
Language Development Aide (Continued)

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:

Experience:

One year of general instructional aide experience.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

Reviewed and Agreed to by:

Incumbent: _____ Date: