

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

LANGUAGE DEVELOPMENT ASSISTANT

DEFINITION

To assist teachers and/or specialists by performing tasks which are supportive of the language development program; to assist with specialized testing/record keeping as appropriate; provides general assistance to the non-English speaking public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff.
Provides functional supervision for lower level staff.

EXAMPLES OF DUTIES

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

Interprets for identified students and parents; provides written translation services as needed; provides functional supervision for the testing and record keeping procedures used to screen potential English-as-a-second-language (ESL) students. May administer and provide feedback on specialized assessments.

QUALIFICATIONS

Knowledge and Abilities:

Ability to establish and maintain effective communication with ESL students, their parents, and the instructional staff. Literacy and fluency in a language other than English (i.e. Spanish, Vietnamese). Ability to serve as interpreter and translator. Knowledge of the care and handling of students. Knowledge of basic English, recordkeeping, filing, simple arithmetic. Knowledge of the general goals and purposes of public schools. Ability to learn simple methods and procedures to be followed in an instructional situation. Ability to communicate effectively with students and to project a mature, constructive, stable, and healthy attitude in a learning environment. Ability to perform routine clerical work. Ability to understand and carry out oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work including school personnel, parents, students, and community representatives.

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:

CLASSIFIED JOB DESCRIPTION
Language Development Assistant (Continued)

Experience:

Two years 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: