

NORTH COUNTY JOINT UNION SCHOOL DISTRICT
500 SPRING GROVE ROAD
HOLLISTER, CA 95023

CLASSIFIED POSITION

JOB TITLE: Instructional Aide – Migrant Education

JOB SUMMARY: Under general direction, provide a variety of classroom instructional activities related to Bilingual Education, including preparing educational materials, tutoring, and conducting intensified learning experiences. Receive supervision from the school administrator(s) and/or designee within a framework of standard policies and procedures. Perform a variety of clerical and supportive tasks; make routine decisions within the established policies and procedures of the classroom, school and district.

EXAMPLES OF DUTIES

1. Assists instructional personnel in planning courses of study and specific lesson plans.
2. Tutors individual and small groups of students to reinforce and follow up on specific language activities – English and a second language.
3. Supervises individual students or small groups of students in practice activities such as mathematics and spelling drills, computers and language.
4. Supervises classroom, playground, assembly and study activities as directed; assists students in reviewing homework assignments and test results.
5. Directs students into safe activities and in the development of appropriate social behavior using positive reinforcement strategies and techniques.
6. Arranges for and operates audio-visual equipment, office machinery and other instructional equipment.
7. Prepares instructional and visual aids such as posters, charts, stencils etc.
8. Accompanies students on field trips and monitors student behavior.
9. Administers tests, scores and records test results as requested.
10. Maintains, collects and distributes textbooks, supplies and equipment.
11. Attends meetings relating to bilingual/regular curriculum content or student related problems and participates in parent conferences as requested.
12. Acts as translator with families/students and teachers upon request; makes home visits upon request; makes numerous telephone call; meets with auxiliary staff upon request.
13. Translates and interprets English and second language when necessary to accomplish duties.
14. Prepares a variety of reports and correspondence related to assigned functions.
15. Performs other related duties as required.

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EMPLOYMENT STANDARDS

Training and Experience: Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent and two years of experience in statistical gathering and general office work.

Knowledge: Knowledge of language, culture and heritage of a particular ethnic group as specified by the district; bilingual/bicultural proficiency in English and a second language as designated by the district; local community and the various services available from community organizations; basic methods of record keeping.

Abilities: Ability to relate to parents, school and regional personnel in a professional manner; understand and follow oral and written instructions in an independent manner; understand the concept and application of a Student Record Transfer System; speak, read and write English and a second language as specified by the District; maintain records and files and compute and prepare statistical reports; plan and organize required activities according to stated policies and objectives; communicate tactfully and persuasively; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Working Environment: Light physical effort including occasional standing and walking; periodic handling of lightweight parcels and supplies. Indoor work environment. A pre-placement physical examination may be required.

Licenses and Certificates: A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations is required. Must have access to transportation at all times and carry necessary insurance to transport students. Must be insurable by district's liability carrier. A valid First Aid and CPR certificate may be required.

Adopted:
February 1988