

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## JOB DESCRIPTION

### **CLASSIFIED PERSONNEL**

### **CLASSROOM ASSISTANT – BILINGUAL (MANDARIN)**

**JD 4200.1**

#### **Definition**

Under general supervision, to perform paraprofessional instructional activities; to provide intensified learning experiences for students, to provide a variety of clerical and supportive tasks for instructional personnel; and to do related work as required.

#### **Responsible to**

Director of State and Federal Programs

#### **Examples of Duties**

1. Read, write and speak Mandarin.
2. Assist instructional personnel with the presentation of learning materials.
3. Assist students individually or in small groups to reinforce and follow-up learning activities.
4. Monitor and assist students through drill, practice and study activities following the presentation of instructional concepts by teaching personnel.
5. Tutor individuals and small groups of students.
6. Use second language and cultural experiences to assist students.
7. Explain lessons and activities in Mandarin according to instructions from a teacher and Director of State and Federal Programs.
8. Listen to and drill students in reading, spelling and Mandarin oral language, and other subjects according to instructions and guidance from a teacher.
9. Administer pre- and post-English/Mandarin oral language proficiency tests to students.
10. Assist in the supervision of small groups of students in the classroom, playground and study trip activities.
11. Assist in the development of a variety of instructional materials.
12. Assist in the management of student behavior through the use of positive reinforcement strategies.
13. Assist in maintaining a variety of reports and records.
14. Assist in maintaining student discipline.
15. Assist in parent conferences.
16. Perform a variety of clerical duties, such as filing, typing or duplicating materials.
17. Assist in scoring tests and compute and record grades.
18. Distribute and account for materials such as textbooks, supplies and equipment; collect, assemble, catalogue and distribute resource materials.
19. Assist in maintaining a neat, orderly and attractive learning environment.
20. Assist in playground assignments.
21. Perform other related duties as may be assigned.

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#### Qualifications Guide

##### Knowledge of:

1. Correct English and Mandarin language usage, punctuation, spelling, and grammar.
2. General concepts of child growth and development and child behavior characteristics.
3. Routine record keeping.
4. Operation of computer and general office equipment.
5. Efficient data processing techniques.
6. Basic arithmetical concepts.
7. Public education goals and objectives.

##### Ability to:

1. Speak, read, write, and communicate effectively in English and Mandarin.
2. Maintain confidentiality.
3. Assume responsibility for assisting in the supervision of students.
4. Be understanding, patient, positive and receptive toward children.
5. Perform routine record keeping.
6. Learn and utilize school curriculum, standard teaching aids, and office machines.
7. Understand and carry out written and verbal directions.
8. Learn and utilize basic methods and procedures to be followed in instructional settings.
9. Maintain cooperative working relationships with staff, students, parents and the general public.

##### Training, Education and Experience

1. High School degree or recognized equivalent, and
2. Either an Associates of Arts (AA) degree or have completed 48 college/university semester units or equivalent quarter units or passage of the Fallbrook Union Elementary School District examination for this classification.
3. Experience working with diverse groups and cultures.
4. One year of paid or volunteer experience working with children in an educational or childcare setting is highly desirable; coursework in childcare, supervision, psychology, or guidance; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Adopted: October 4, 2010