

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

SPECIAL EDUCATION PROGRAM ASSISTANT - BILINGUAL

JD 4200.1

Definition

Under general supervision, to perform paraprofessional instructional activities in specialized programs; to provide intensified learning experience for students who speak limited or no English; to provide a variety of clerical and supportive tasks for instructional personnel; and to perform other related duties as assigned.

Responsible to:

Principal

Examples of Duties

1. Assists instructional personnel with the development of a variety of instructional materials.
2. Assists in the presentation of the learning materials and instructional exercises.
3. Tutors students individually or in small groups to reinforce and follow-up learning activity.
4. Monitors and assists students through drill, practice, and study activities following the presentation of instructional concepts by instructional personnel.
5. Tutors individuals and small groups of students who speak limited or no English.
6. Uses second language and cultural experience to assist bilingual/bicultural students with monolingual, non-English speaking members of the community.
7. May explain lessons and activities in Spanish and English according to instructions from a teacher.
8. May read, write, and speak Spanish.
9. Provides written and oral translations, as needed.
10. Listens to student(s) read; reads to students; explains words and meanings; rephrases materials and provides similar learning examples.
11. Assists students in their personal hygiene care.
12. Assists in the management and shaping of student behavior through the use of positive reinforcement strategies.
13. Assists in maintaining a variety of reports and records.
14. Performs general clerical duties for instructional personnel.
15. Distributes and accounts for materials such as textbooks, supplies and equipment; collects, assembles, catalogues and distributes resource materials.
16. May communicate in a foreign language with students to help clarify instructions and answer questions.
17. Assists in maintaining student discipline.
18. Assists in scoring tests, and computes and records scores.
19. Assists in maintaining a neat, orderly, and attractive learning environment including designing and displaying bulletin Boards.
20. May use bilingual abilities in dealing with assigned duties related to staff, students and public.
21. Assists in supervision of students in the classroom, on study trip activities, on the playground, and bus duty assignments, as directed.
22. Performs other related duties as assigned.

Qualifications Guide

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

SPECIAL EDUCATION PROGRAM ASSISTANT - BILINGUAL

JD 4200.1

Knowledge of:

1. English usage, punctuation, spelling and grammar.
2. Spanish language usage, punctuation, spelling and grammar, as required by position.
3. General concepts of child growth and development and child behavior characteristics in the Special Education programs of assignment.
4. Special education goals and objectives.
5. Routine record keeping.
6. Basic arithmetical concepts.
7. Basic First Aid principles.

Ability to:

1. Read, write, and converse fluently in English and Spanish.
2. Assume responsibility for supervising students.
3. Learn and utilize standard teaching aids and office machines.
4. Perform routine clerical work and light typing.
5. Learn and utilize basic methods and procedures to be followed in instructional settings in special education programs of assignment.
6. Demonstrate an understanding, patient, warm and receptive attitude toward children with special needs.
7. Understand and carry out oral and written instructions.
8. Maintain cooperative working relationships with students, staff, parents and the general public.
9. Pass a District administered general knowledge proficiency test and bilingual proficiency test.

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 people of various cultures
4. None required, but one year of paid or volunteer experience working with children in an educational or child care setting is highly desirable, preferably involving children with special needs; equivalent to the completion of the twelfth grade, preferably supplemented by courses in atypical students, psychology or guidance; or any combination of training and experience that may likely provide the desired knowledge and abilities.

Job Description Adopted: February 4, 2002

Job Description Revised: May 2, 2005