

INSTRUCTIONAL ASSISTANT - MULTILINGUAL LEARNERS

OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned administrator and the day-to-day supervision of a certificated teacher, the Instructional Assistant - Multilingual Learners (IA-MLL) assists students and teachers with facilitating student learning by encouraging student participation and collaboration in daily classroom activities. The IA-MLL also conducts study/small student groups and provides additional support to students and teachers related to English language acquisition skills. The IA-MLL helps to create an engaging learning environment where students feel comfortable as members of the learning community and provides ongoing learning resources to support all students.

The IA-MLL assists in the acquisition of English language skills; operates a variety of classroom equipment; maintains a safe and positive classroom environment; monitors, documents, and reports student progress regarding behavior and performance; provides feedback and results to students and teachers; reinforces instruction as directed by the teacher.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Instructional Assistant - Multilingual Learners (MLL) is assigned to assist teachers of Multilingual Learner students whose English language proficiency skills benefit from additional instructional support. This classification differs from other classes of Instructional Assistants in that other positions in the Instructional Assistant series provide assistance to teachers of students with learning, physical, or behavioral challenges.

The primary purpose of this classification is to provide direct instructional support to Multilingual Learners focused on the acquisition of English language skills across all subject areas.

ESSENTIAL FUNCTIONS

- Supports students, individually or in small groups, in various subject areas to reinforce instruction from the teacher and to assist in the acquisition of English language skills.
- Confers with teachers and other personnel to assist in the evaluation of students' language acquisition progress and/or implementation of student learning outcomes.
- Observes students within the classroom academically and behaviorally according to approved procedures to assist teachers with maintaining a safe and positive learning environment.
- Administers tests and language assessments to students, under the guidance of a teacher, to evaluate students' language abilities and appropriate placement.

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- Assists in the performance of other job-related duties as assigned to meet student learning and language development goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Child guidance principles and practices, especially as they relate to Multilingual Learner students
- Core subjects taught in the District schools, including math, science, social science, and English Language Arts.
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English and second language usage, grammar, spelling, punctuation, and vocabulary
- Reading, writing, and oral communication skills
- Basic applicable software programs

ABILITY TO:

- Tutor individuals and small groups in academic subject areas
- Make mathematical calculations quickly and accurately
- Schedule activities
- Gather and collate data
- Prepare documents following the prescribed formats
- Use basic, job-related equipment including pertinent software applications
- Work with a variety of data; analyze data utilizing defined but different processes
- Present information to others
- Problem-solve by following prescribed guidelines to identify issues and select action plans
- Learn the methods, procedures, functions, and limitations of assigned duties
- Work under limited supervision using standardized practices and/or methods
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with students and adults
- Read, interpret, and follow rules, regulations, policies, and procedures
- Maintain confidentiality
- Adhere to safety practices including safely handling hazardous materials

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- Establish and maintain effective working relationships with others
- Work with others in a wide variety of circumstances
- Work with a significant diversity of individuals and groups
- Understand the needs of Multilingual Learner students
- Establish rapport and interact effectively with students of varied ethnic/cultural backgrounds

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling; power/firm grasping
Occasionally	Fingering/fine manipulation; walking; standing; twisting back; reach at, above, or below shoulder; stooping/bending, squatting/crouching, kneeling
Frequently	Sitting; lifting items up to 10 lbs. at waist height and carrying items up to a distance of 30 feet; simple grasping; neck flexion/rotation

Generally, the job requires 34% sitting, 33% walking and 33% standing.

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear alarms, respond to student needs and emergencies. Vision ability to see near, distant, depth and peripherally.

ENVIRONMENTAL CONDITIONS

The job is typically performed in a classroom setting under minimal temperature variations and minimal hazardous conditions.

EXPERIENCE

Six months of job related experience working with children is required. Experience may be paid or volunteer.

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EDUCATION

Targeted job related education that meets organization's prerequisite requirements, including any education provisions mandated by the State or federal government.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the classification.

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

First Aid and CPR Training as needed

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including Tuberculosis (TB) and drug screen clearances.