



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia – Hemet, CA 92545 - (951) 765-5100

## **INSTRUCTIONAL AIDE (BILINGUAL)**

### **JOB SUMMARY**

Under general supervision, to assist teachers in the instruction of students individually or in groups in an English language acquisition and assist in the instruction of children in Spanish or another non-English language is necessary to attain the goals and objectives of the program.

### **ESSENTIAL FUNCTIONS**

- Assists the teacher in the preparation of ELD instructional materials;
- Reinforces or follows-up on the teacher's lessons by reading or telling stories, listening to children read, leading discussions,
- Playing games with children, demonstrating arts and crafts projects, assisting children in using audio-visual equipment, helping children find reference materials;
- Assist in the evaluation of the instruction and the students' progress and problems;
- Helps maintain a supportive learning environment;
- Assist in developing and preparing ELD teaching aids;
- Assist teacher in preparing and maintaining inventories of materials and equipment used in teaching;
- Perform clerical tasks such as scoring tests and charting student progress, keeping records reflecting attendance and grades, typing and duplicating materials;
- Assist teacher in straightening and organizing the classroom or learning facility;
- Accompany students on field trips;
- May attends in-service training sessions;
- Maintains discipline and monitors room in absence of teacher;
- Provides translation and interpretation of Spanish or another non-English language in a variety of forms; ▪ Respects confidential nature of pupil records and school reports.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE OF**

- Behavior management and instructional strategies and techniques utilized with students experiencing bilingual/bicultural instructional problems;
- Correct written and spoken English, or other written and spoken language determined to meet the needs of the students from other national origins;
- Routine record storage, retrieval, and management procedures.

#### **ABILITY TO**

- Project a mature, constructive, stable, and healthy attitude in a learning environment;
- Speak, read and effectively communicate in English;
- Understand and apply rules, regulations, procedures and policies;
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;;
- Organize tasks, set priorities, maintain work pace;
- Perform repetitive & varied tasks;
- Work autonomously;

## INSTRUCTIONAL AIDE - BILINGUAL (Continued)

### EMPLOYMENT STANDARDS (Continued)

#### ABILITY TO (Continued)

- Direct & instruct students;
- Understand and carry out oral and written directions;
- Establish and maintain effective communications and relationships with those contacted in the course of work.

#### EDUCATION

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.

#### EXPERIENCE

One year of paid or volunteer experience working with students experiencing language deficiencies and remedial instruction needs.

#### SPECIAL REQUIREMENTS

- Candidates must successfully pass the District's oral and written bilingual skills fluency test;
- Pass the District assessment test or have an Associate's degree

#### PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carry out the essential job functions listed above.

##### Physical Demands

Understand and carry out oral and written directions; Manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (occasionally); squat, kneel, push, pull, climb stairs (infrequently); Lift & carry items to 10 pounds (occasionally), to 25 pounds (infrequently); grasp/ manipulate materials and supplies (frequently); Use seeing, hearing & speaking (continuously).

##### Working Conditions

Include: Indoor classrooms, outdoor school yard & grounds. Exposure to student & playground noise, seasonal temperatures, dust and wind.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### EMPLOYMENT STATUS

Classified Bargaining Unit Position

February 2004  
Revised 4-14-14  
Revised 5-5-21