



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

BILINGUAL KINDERGARTEN ASSISTANT

JOB SUMMARY

Under general supervision, to assist teachers in the instruction of students individually, or in groups; in a classroom or similar learning situation. Full responsibility for appropriate instruction, training, curriculum materials and evaluation procedures remain with the classroom teacher; and to do other related work as required.

ESSENTIAL FUNCTIONS

- Assist classroom teacher(s) in performing specific duties as assigned or undertaking specialized tasks.
- Assist in providing individual and small-group instruction in order to adapt the curriculum to the needs of pupils' intellectual abilities.
- Assist in establishing and maintaining standards of student behavior in accordance with site and/or district initiatives; e.g. PBIS.
- Prepare instructional materials; read to students.
- Assist the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Help plan daily and long-range lessons and classroom activities.
- Conduct learning exercises with small groups of students.
- Alert the teacher to special needs of individual students.
- Provide escort and assistance to children as necessary.
- Check students work for compliance with teacher's instructions.
- Help maintain individual records for each student.
- Collect and display suitable material for educational displays; prepare displays; decorate classroom.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in implementing all policies and rules governing student life and conduct.
- Help maintain order in the classroom, playground, or other areas; monitors students to keep them on task.
- Perform a variety of office assistance tasks such as photocopying, filing, answering the telephone, etc. as required.
- Select and check out library materials for teachers' use.
- Perform related work as required.
- Accompany students on field trips;
- May attend in-service training sessions, back-to-school nights, parent conferences, and other school activities;
- May attend and participate in staff meetings concerning individual and group behavior adjustments of youth in special classes;
- Respect confidential nature of pupil records and school reports;
- Assist teacher in maintaining discipline and monitor classroom, playground or other areas;
- Administer academic assessments as needed.
- May supervise students on the playground and during student lunchtime.

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Basic methods and techniques used in tutoring and ways to work effectively with students;
- General needs and behavior patterns of students at the level to which assigned;
- Appropriate English usage, spelling, grammar, punctuation and language arts;
- Basic arithmetical concepts;
- Routine record management, storage, and retrieval systems and procedures.
- Ability to establish and maintain effective working relationships with teachers, parents, students and associates.

ABILITY TO

- Project a mature, constructive, stable, and healthy attitude in a learning environment;
- Follow safety procedures and written & verbal instructions;
- Organize tasks, set priorities, maintain work pace;
- Understand and carry out oral and written directives;
- Perform repetitive & varied tasks;
- Manage multiple tasks;
- Work autonomously;
- Make independent decisions;

BILINGUAL KINDERGARTEN ASSISTANT (Continued)

EMPLOYMENT STANDARDS (Continued)

- Demonstrate problem-solving skills;
- Understand the basic concepts of child growth and development and possess a genuine liking for students;

ABILITY TO (continued)

- Keep records and perform routine clerical duties;
- Respond appropriately to evaluation & changes in the work setting;
- Understand the particular needs of youth having behavioral problems in school.
- Establish and maintain effective working relationships with those contacted in the course of work;

EDUCATION / REQUIREMENTS

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.
- Must pass local exam in Math/English as defined by legal requirements or waive with an AA degree.
- Positions in this classification require individuals to understand, communicate/speak, and read Spanish. Candidates must successfully pass the District's oral and written bilingual skills fluency test.

EXPERIENCE

One year of paid or volunteer experience working with multi-age groups of children

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carry out the essential duties and responsibilities of the position.

Physical Demands

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

Indoor classrooms, outdoor schoolyard & 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 duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position.

April 2018