

Coast Unified School District

Job Title:

Instructional Aide Bilingual

Salary Range: 6

Job Summary:

Under the direction of an assigned supervisor, assist a certificated teacher in supervising the classroom, playground and other activities of students; to relieve teachers of routine clerical and authorized instructional duties; to provide primary language support and act as a liaison between teachers, students and Spanish speaking parents.

Qualifications:

Required:

1. High school diploma or equivalent.
2. AA degree or passage of district proficiency examination.
3. Ability to speak and write effectively in English; understand and follow oral and written instructions; work independently on own initiative; establish and maintain cooperative relationships; work calmly under pressure and with frequent interruptions.
4. Ability to speak Spanish fluently (passage of district's oral exam).
5. Department of Justice fingerprint clearance
6. TB Clearance
7. First aid and CPR Certification (training provided by District)

Desirable:

1. Experience in youth activities
2. Knowledge and understanding of developmental stages of students

Essential Functions:

1. Assist certificated personnel in providing instruction to students individually or in groups, in prescribed subject matter.
2. Assist students in understanding and comprehending assignments and concepts.
3. Provide primary language support to Spanish speaking students.
4. Reinforce instruction to students.
5. Observes, coordinates and provides updates to certificated personnel on academic and behavioral progress.
6. Confer with teachers and administrators concerning programs and materials to meet individual student needs.

7. Act as a liaison between students, teachers and Spanish speaking parents.
8. Maintain order and direct group activities of students as assigned.
9. Support teachers in clerical duties.
10. Perform other duties as required.

Physical Requirements:

1. Ability to sit for extended periods of time.
2. Ability to stand and circulate for extended periods of time
3. Ability to communicate so others will clearly understand normal conversation
4. Ability to bend and twist, kneel and stoop.
5. Ability to lift/carry/push/pull 25 pounds on a regular basis and up to 50 pounds occasionally
6. Ability to reach in all directions
7. Physical dexterity in limbs and digits to operate office machines and computers

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job

Supervision:

Under the direction of the teacher assigned and the general supervision of the principal or management designee.

Approved 11/18/2015