Teaching Assistant - Bilingual Adult Education (Construction)

Definition:

To provide assistance to certificated staff in providing instruction and training to students whose primary language is not English; perform a variety of bilingual instructional services within a well-defined framework of policies and procedures; provide a range of bilingual instructional training experiences in a variety of educational environments which may include specific classrooms, learning centers, vocational programs, the community and/or other instructional facilities, and to perform related duties as assigned.

Distinguishing Characteristics:

Incumbent works closely with the teacher and follows detailed instruction and/or established practices and procedures. Uses judgment and initiative in performing job and works with students from varied and diverse backgrounds. Incumbent in this job class may be assigned to a specific classroom or multiple classrooms; may serve students with any, or combination of, the following conditions: limited- or non-English population, communication disorders (including non-verbal); hearing/vision impairment, learning disorders, emotional disturbances, behavior disorders.

Supervision Exercised and Received:

General direction is provided by the Principal or Assistant Principal.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Assists in direct instruction, including:
  - Vocational skills, job- and work-related tasks
  - Safe work practices including Personal Protective Equipment, Tool usage and Equipment Operation
  - Academics—reading, writing, math concepts
  - Speech/language—communication skills
  - Community-based instruction
  - Specialized subject areas, based on individual needs
- Maintains an effective learning environment through student supervision, class management, and student discipline.
- Makes effective use of materials, media, audio-visual, equipment and supplies.
- Prepares bilingual instructional materials to include worksheets and manipulatives, and may translate instructional materials when assigned.
- Performs a variety of clerical tasks, including typing, making copies, collating, gathering resource information and materials, filing, food program record keeping, fundraising activities, answering phones, taking and relaying messages, word processing.
- Participates in job-related meetings as requested.
- Contributes relevant feedback/information on student progress through observation, interaction and maintaining accurate records.
• Maintains informational and operational records and files, including test/homework scores, student work, meal counts, incident reports, and other records related to student instruction.
• Monitors and assists students in using adaptive devices; i.e., electric wheelchairs, hearing aids, speech synthesizers, cassette players, VCRs, and various recreational equipment.
• Provides direction and support to peer tutors/student assistants including lifting of students, safe and healthful work habits.
• Maintains cooperative relationships with all parents/care providers, staff and students.
• May participate in Individualized Education Program (IEP) meetings to facilitate communication with parent(s) or guardians, when assigned.
• Performs related duties as assigned.

Employment Standards:

Knowledge of:

• General classroom procedures and equipment.
• Pertinent academic areas and learning situations.
• Basic construction techniques and safety.
• Standard English usage, spelling, grammar and punctuation.
• Standard office machines, including computers.
• Safe work practices and proper lifting techniques.

Ability to:

• Communicate effectively in both oral and written form, using standard English and a second language correctly, and provide instruction in both languages.
• Translate instructional materials into a second language, such as Spanish.
• Respond promptly to request of internal and external clients; provide them needed information, assistance, training, materials and resources.
• Maintain student and classroom records.
• Establish and maintain cooperative working relationships with those contacted during performance of job duties.
• Work independently with general guidance as needed.
• Develop rapport with all students, being fair, consistent and respectful.
• Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established deadlines.
• Perform competently and demonstrate skills and knowledge in the area of responsibility.
• Establish an instructional environment to meet individual student need.
• Learn assistant teaching strategies and behavior and anger management techniques.
• Work effectively with students during activities which require twisting, pushing, pulling, bending, lifting, climbing, kneeling and other physical activities as needed.
• Take appropriate action in emergency situations; follow procedures in a calm, responsible manner.
• Facilitate age-appropriate interactions, activities and instruction to all students regardless of disability or language skills.
• Analyze situations including instruction, class and behavior management and implement an effective course of action.
• Recognize, stimulate and solicit student interest, input and participation to the fullest extent of each student's potential.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Learn basic first aid and CPR.

**Desirable Qualifications:**
- Knowledge of adult learning theories.
- Knowledge of construction skills and trades.
- Knowledge of culturally diverse populations.

**Education and Experience:**
*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**
- One of the following three is required:
  - High school diploma or the equivalent, and
  - Two years of college (48 units), or
  - A. degree (or higher), or
  - Pass a local assessment of knowledge and skills in assisting in instruction.

**Experience:**
- At least one year paid or volunteer experience working in an instructional environment with second language learners.

**Physical Abilities:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Sitting:</td>
<td>Rarely</td>
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<tr>
<td>Standing/Walking:</td>
<td>Frequently</td>
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<tr>
<td>Waist Bending:</td>
<td>Occasionally to Frequently</td>
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<tr>
<td>Neck Bending:</td>
<td>Occasionally to Frequently</td>
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<tr>
<td>Squatting:</td>
<td>Frequently</td>
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<tr>
<td>Climbing:</td>
<td>Occasionally</td>
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<td>Kneeling:</td>
<td>Frequently</td>
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<tr>
<td>Crawling:</td>
<td>Rarely</td>
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<tr>
<td>Neck Twisting:</td>
<td>Occasionally to Frequently</td>
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<tr>
<td>Waist Twisting:</td>
<td>Frequently</td>
</tr>
<tr>
<td>Pushing/Pulling:</td>
<td>Frequently to Continuously – up to 100 to 150 lbs. at a time</td>
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<tr>
<td>Running:</td>
<td>Rarely</td>
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<tr>
<td>Reaching:</td>
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<td>o Above Shoulder:</td>
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<td>o Below Shoulder:</td>
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<tr>
<td>Lifting/Carrying:</td>
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<td>o 0-10 lbs:</td>
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<td></td>
<td>o 11-25 lbs:</td>
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<td>o 26-50 lbs:</td>
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- Meet sometimes, strenuous physical requirements necessary to safely and effectively perform assigned duties, including lifting 50 pounds on a regular basis and periodically lifting in excess of 50 pounds with assistance.
- May be required to accompany students on field trips, which may require maneuvering into awkward positions at construction sites.
- Must be able to communicate and exchange information, effectively, discreetly, and accurately in a high activity environment with staff, students.
- Must be able to express self effectively, verbally and non-verbally in classroom with staff and students.
- Must be able to discern visual and non-visual signs of physical and non-physical issues that may negatively affect the learning environment.
- Must be able to monitor students and staff visually and non- visually to effectively assist in the management of an orderly and safe learning environment.
- Must have normal vision, corrected or uncorrected.

Work environment:
The following conditions may be present:
- Walking on uneven ground when outdoors.
- Exposure to student illnesses, injuries, infections, and bodily fluids.
- Exposure to weather elements.
- Exposure and use of power tools and heavy equipment.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

Other Requirements:
- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.
• When a position is designated as requiring a second language proficiency; signing proficiency; Braille proficiency; the employee may be entitled to a five (5) percent premium based on demonstrated proficiency in the skill area required.
• An employee assigned to work three days or more per week without the teacher present in a community based instruction program will also receive a five (5) percent premium.
• An employee who has education above the minimum required (e.g., BA or BS degree in a related field, or 24 units in Child Development) may apply for a five (5) percent premium.

Other:
• Revised: April 23, 2018
• FLSA Status: Non-Exempt
• Bargaining Unit: SEIU
• Approved by: Personnel Commission