

## Sonoma County Office of Education – Job Description

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### Classified

## 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.*

<b>Task</b>	<b>Frequency</b>
• Sitting:	Rarely
• Standing/Walking:	Frequently
• Waist Bending:	Occasionally to Frequently
• Neck Bending:	Occasionally to Frequently
• Squatting:	Frequently
• Climbing:	Occasionally
• Kneeling:	Frequently
• Crawling:	Rarely
• Neck Twisting:	Occasionally to Frequently
• Waist Twisting:	Frequently
• Pushing/Pulling:	Frequently to Continuously – up to 100 to 150 lbs. at a time
• Running:	Rarely
• Reaching:	
○ Above Shoulder:	Frequently
○ Below Shoulder:	Frequently
• Lifting/Carrying:	
○ 0-10 lbs:	Frequently - weights carried 50 to 100 feet at a time
○ 11-25 lbs:	Frequently- weights carried up to 100 feet at a time
○ 26-50 lbs:	Frequently - weights carried 10 to 100 feet at a time

○ 51-75 lbs:	Frequently - <i>with assistance</i> - weights moved several feet at a time for toileting and transfers
○ 76-150 lbs:	Occasionally - <i>with assistance</i> - weights moved several feet at a time for toileting and transfers
• Hand Activities:	
○ Repetitive Hand Use:	Frequently
○ Simple Grasping:	Frequently
○ Power Grasping:	Occasionally
○ Fine Manipulation:	Rarely
○ Hand and Arm Twisting/Turning:	Occasionally to Frequently
○ Computer Operation/Writing:	Rarely

- 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.

***Other Requirements:***

- 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