

**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.

Examples 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 likely 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. 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 Demands (Level I):

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.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

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.

Additional Information:

- 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.