JOB TITLE:	INSTRUCTOR II BILINGUAL ASSOCIATE
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8150
BARGAINING UNIT:	CLAA

NEW: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides appropriate language instruction to students under the supervision of the certified classroom teacher
- Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program
- Assists teachers in communications with parents of students assigned to the second language classes
- Assists teachers in maintaining and reporting student progress
- Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement
- Plans and implements parent and child interactions and activities
- Maintains accurate records on the program and provides data to appropriate personnel
- Plans regularly with staff and participates in appropriate school meetings and activities
- Complies with policies, rules and regulations of the District and of any state and/or federal regulatory agency where appropriate
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Associate Degree or approved equivalent training (64 college semester hours) and experience
- One year of successful experience in related field
- Demonstrated proficiency in two (2) languages, English and the appropriate language
- Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
- Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system
- Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor’s Degree

Experience in teaching multi-age group
Experience in a diverse workplace