

## **DEL MAR UNION SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT, SPANISH IMMERSION**

#### **BASIC FUNCTION:**

Under the direction of a Principal, assist a certificated teacher in providing instruction to individual or small groups of students enrolled in Spanish Immersion program in a classroom environment; assist students in completing assignments in all content areas; assist in the implementation of lesson plans and instructional activities; perform a variety of clerical duties as assigned.

#### **REPRESENTATIVE DUTIES:**

Assist a certificated teacher in reinforcing instruction to individuals or small groups of students in a dual language immersion classroom environment; monitor and oversee student drills, practices and assignments in all content areas; confer with the teacher concerning lesson plans and materials to meet student needs.

Communicate with students in Spanish to facilitate the learning process as assigned by the position; provide oral and written translation between students, teachers, staff, parents and others as required; translate notes, assignments, letters and other materials as needed.

Assist students in completing classroom assignments and projects in all content areas; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; assist students with spelling and writing exercises and assignments.

Listen and reinforce instructions given by the supervising teacher in preacademic reading, spelling, math, and social / emotional skills.

Assist the teacher in meeting the educational needs of mild to moderately handicapped students enrolled in a designated special education program.

Helps students develop positive interpersonal relationships with peers and adults.

Works with individual or small groups of students for the purpose of increasing independence, communication, preacademic, and social/emotional skills.

Supervises and/or participates in playground activities while facilitating expected play.

Assists students with transitioning independently from one activity to another.

Oversee student activities including field trips as required; lead and supervise games, playground activities and movement education as assigned.

Provide support to the teacher by setting up work areas, displays and exhibits, operating

audio-visual equipment, operating specialized educational training equipment and distributing and collecting paper and supplies.

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies and recording grades.

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment.

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Correct oral and written usage of Spanish language.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

### **ABILITY TO:**

Assist a certificated teacher in providing instruction in Spanish to individual or small groups of students in a classroom.

Perform clerical duties such as filing, duplicating and maintaining routine records.

Print and write legibly.

Read, write, translate and interpret English and Spanish.

Read books to students and assist with reading and writing activities as assigned.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitation of assigned duties

Communicate effectively orally and in writing with children and adults.

Read, interpret and follow rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years' experience in working with school-age children in an organized setting.

## **WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom or playground environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Seeing to observe students.  
Hearing and speaking to communicate with students and instructors.  
Dexterity of hands and fingers to operate educational equipment.  
Bending at the waist, kneeling or crouching.  
Standing or walking for extended periods of time.

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 12.