



PITTSBURG UNIFIED SCHOOL DISTRICT

BILINGUAL AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under supervision, to perform paraprofessional instructional and clerical activities as directed by a certificated employee; to translate, write and/or converse in a second language; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this class are distinguished by the regular assignment of a majority of duties that require translation of materials in a foreign language in accordance with requirements of the Bilingual or English as a Second Language Program.

EXAMPLES OF DUTIES:

- Using bilingual abilities, assists instructional personnel with the development and presentation of learning materials and instructional exercises
- Tutors students individually or in small groups to reinforce and follow up learning activity
- Monitors and assists students through drill, practice and study activities following the presentation of instructional concepts by instructional personnel
- Assists in supervision of classroom, playground and field trip activities;
- Reads to students, explains words and meanings, rephrases materials and provides similar learning examples
- Assists in the management and shaping of student behavior through the use of positive reinforcement strategies
- Assists in the development of a variety of instructional materials for use with individual and small groups of students or in activity centers
- May perform a variety of regular clerical duties, such as filing, light typing or duplicating materials
- Administers and corrects standardized tests
- Maintains student records, attendance and files
- Scores tests and computes and records grades
- Operates a variety of instructional media, office machines and equipment
- Operates audio visual equipment
- Maintains discipline in the absence of the teacher
- Accompanies students on field trips
- Assists in maintaining a neat, orderly and attractive learning environment
- May assist in parent conferences
- May administer minor first aid

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EXAMPLES OF DUTIES: (cont.)

- Translates materials from English into a second language
- Performs all other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- General concepts of child growth and development and child behavior characteristics
- Techniques used in controlling and motivating students
- Correct English usage, punctuation, spelling and grammar
- Simple record keeping management
- Basic arithmetical concepts
- Minor first aid principles
- Specific subject area content as required in job assignment

Ability To:

- Assume responsibility for supervising a small group of students
- Learn and utilize standard teaching aids and office machines
- Perform routine clerical work and light typing
- Perform basic arithmetical calculations accurately
- Learn and utilize basic methods and procedures to be followed in instructional settings
- Demonstrate the ability to work effectively with children
- Communicate satisfactorily in oral and written form
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with students, staff, parents and the general public
- Read, write and speak a second language

Training & Experience:

One year of paid or volunteer experience working with children in an educational or child care setting is highly desirable.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.