PERSONNEL COMMISSION

Class Specification
0424 EEO15 XC

JAPANESE LANGUAGE INTERN

JOB SUMMARY

Under immediate supervision to gain instructional experience in a Japanese language learning environment; to participate in a classroom or leaning center in academic, personal and/or interpersonal development, games, or instruction in related learning activities; and to perform related duties as required.

EXAMPLES OF DUTIES

- Receive on-the-job training in instructional skills and working with children as a Japanese Language Intern.
- Drill, tutor, work with or oversee the activities of children to enhance language learning skills, use of vocabulary, and cultural factors relating to Japan and the Japanese language.
- Assist in preparation for a lesson by assembling or setting out materials arranging displays, preparing special materials, bulletin boards, laying out, measuring, cutting, duplicating, arranging supplies or materials, furniture, etc.
- Fill out forms, check off sheets, or similar documents; assist parents or students with completing such documents.
- Conduct in-class observations of student learning behaviors and successful/unsuccessful instructional strategies and techniques.
- Help children develop habits related to personal cleanliness, physical fitness, safety at home, school and in the community.
- Assist in enforcing safety and disciplinary rules in class and on the school grounds.
- Lead, conduct, and participate in parental support to education groups.
- Participate in Individual Education Plan (IEP) development meetings where appropriate.
- Provide Japanese language expertise for site educational staff.
- Report in writing observations regarding student participation, behavior, effective learning activities, etc.
- Maintain accurate records.
- Design and develop instructional materials to facilitate language learning by assigned students.
- Learn to operate a variety of office or classroom equipment such as photocopy machines, video cassette recorder, image projectors, adding or calculating devices, PC or computer terminal, and related software, laminator, telephone, typewriter, etc.
- Participate in the maintenance of a clean, healthy, safe environment.
Administer first aid or necessary physical assistance to ill or distressed students.

May supervise students during the noon and lunch activity period, and at other designated times.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are full time college students specializing in the Japanese Language employed part time on an at will basis in position funded by a Federal grant in collaboration with California State University Long Beach, and are therefore exempt from the Merit system in accordance with Education Code Section 45256(b)(3). (The current grant will end June 30, 1997.) Normally they will be in their third or fourth year of college and will function in this capacity for a semester or more in order to fulfill some part of the prescribed requirements for graduation. In this status they cannot obtain regular or permanent employment. Most will be assigned not to exceed 18 hours per week. Supervision is normally received from a certificated teacher or a classified supervisor. No supervision is exercised over other employees.

EMPLOYMENT STANDARDS

Knowledge of:

Learning patterns of children.
Child behavior and behavior modification.
Record Keeping techniques.
Basic math.
Standards of behavior and courtesy expected of students.
Safety rules and habits to be observed by students.
Generally accepted standards of health and sanitation practices in child care or instructional environments.
Correct English vocabulary and grammatical usage.
 Fluent Japanese vocabulary and grammatical usage.

Ability to:

Understand and carry out oral and written instructions related to classroom or learning center activities.
Learn to tutor students in various subjects.
Motivate and encourage positive learning patterns and behavior.
Enforce safety and disciplinary rules.
Assist with the discipline of students in accordance with district policy.
Print and handwrite legibly.
Operate a variety of office and classroom machines and equipment.
Perform a variety of clerical work such as typing, sorting, measuring, cutting, filing, and duplicating.
To learn and perform varied classroom functions.
Give first aid or necessary comfort to ill or distressed students.
Administer prescribed medication in accordance with district procedure.
Establish and maintain effective relationships with those contacted in the course of work.
Demonstrate patience and understanding toward students.
Demonstrate adaptability to changing circumstances and priorities within the learning environment.
Demonstrate confidence, tact, and the use of good judgement.
Demonstrate a willingness to work collaboratively as an educational team member.

**Eligibility:**

Full time college students able and willing to perform the duties necessary to accomplish the planned tasks on a part time work schedule basis are eligible for work in this classification. All prospective incumbents must take and pass a State mandated high school proficiency test in English and math administered by the district.

**WORKING ENVIRONMENT**

Classroom environment, learning center, community setting, playground school bus; selective positions may require the employee to physically assist the student(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor. The employee may occasionally assist in the cleaning and personal hygiene of students.

06/15/95