



PERSONNEL COMMISSION

**Class Specification
Salary Range: 20 (C1)**

<u>CLASS CODE</u>	<u>TITLE</u>
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0453	INSTRUCTIONAL ASSISTANT - CROSS-CULTURAL/BL KHMER
0455	INSTRUCTIONAL ASSISTANT - CROSS-CULTURAL/BL SPANISH
0497	INSTRUCTIONAL ASSISTANT - CROSS-CULTURAL/BL HMONG
0498	INSTRUCTIONAL ASSISTANT - CROSS-CULTURAL/BL LAO

JOB SUMMARY

Under immediate supervision, assist in organizing, developing, and coordinating activities specifically related to the culture of a people whose primary language is other than English, or assist and offer direction and guidance regarding educational problems of a cultural-linguistic nature; assist in facilitating instruction by preparing for and performing related education and/or motor sensory activities in a classroom or playground setting, instructional centers and agencies within the community; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Prepare and organize instructional activities and materials relating to developing self-esteem, career exploration, skills identification, etc. **E**
- Assist in the development of curriculum, review with principals and counselors, and plan for the preparation and delivery of instructional materials to be used. **E**
- Confer with staff in the selection and recommendations for books to be purchased for use and distribution. **E**
- Outline and prepare the program orientation and recruitment presentations. **E**
- Hand out to, and collect questionnaires from students which survey and assess the needs of the students and assist in program evaluation. **E**
- Participate in the effective instruction of students by such activities as tutoring students individually, in small groups or total classes of students, lead and facilitate group discussions, class projects, or related activities. **E**
- Plan and lead students in the appropriate grade level sensory motor activities and proper playground equipment use. **E**
- Assist students in acquiring basic computer skills through educational programs. **E**
- Provide assistance in the transportation of students to programs and to their home school locations; assist in the total operations of transporting students, including on/off loading, disciplining and the writing of citations for inappropriate behavior. **E**

- Oversee and direct activities of students in a classroom, learning center, or on field trips. ***E***
- Provide information on customs, customs do's and don't, holidays and the celebrations of different cultures to facilitate cultural diversity and awareness. ***E***
- Observe and record information about student behavior, achievement level, and other significant pupil related data. ***E***
- Make telephone calls or home visits to assist in the identification of student/family needs. ***E***
- Provide oral and written translation of verbal conversations, written text, answer questions, and proof read materials for staff, students, parents and community members. ***E***
- Confer with representatives from colleges and community agencies to assist in the setting of goals for the career conference meetings. ***E***
- Contact and arrange for speakers from the community to lecture and provide positive role modeling. ***E***
- Participate in parent/teacher conferences. ***E***
- Introduce cultural organizations and accessible activities within the community for student/family use. ***E***
- Confer with school administrators to outline program objectives and set up the instructional and special events schedule; meet with faculty and staff to present program content and explain objectives. ***E***
- Review and score student work assignments or tests. ***E***
- Maintain work area in a clean and orderly condition. ***E***
- Perform related support activities such as typing, operating duplicating or photo copy equipment, filling out forms, etc. ***E***
- Monitor or direct the activities of such other classroom support personnel as College Teacher Aides, volunteers, student assistants, etc. ***E***
- Remain abreast of developments within subject matter area of expertise. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Instructional Assistant-Cross-Cultural/Bilingual, is an active, knowledgeable participant in the development of instructional activities and materials. They actively participate and coordinate the delivery of educational subject matter rather than the lesser included task of tutoring and drilling students which is more typical of the Instructional Aide classification. The Instruction Assistant-Cross-Cultural/Bilingual applies a thorough knowledge of the specific community, activities, and behavior to

students and families of the culture, and is sensitive to their overall needs. Incumbents may follow and/or establish a schedule for making presentations at elementary, middle and/or high schools throughout the District.

EMPLOYMENT STANDARDS

Knowledge of:

Basic educational reference materials.

Ethnic groups and cultural diversity in community and neighborhoods.

School site enrollment and schedules to accommodate traditional and year-round educational programs.

Group behavior and group dynamics.

Basic concept of adolescent development and behavior, and behavior intervention.

Community organizations and resources such as those offering career guidance, educational and vocational programs.

Effective instructional and study techniques.

General classroom management skills and techniques.

English usage spelling, grammar and punctuation.

Basic math.

Basic record keeping.

First aid.

Ability to:

Develop curriculum related to self-esteem, career choices, cultural diversity, educational and vocational programs.

Effectively communicate with staff, parents, students and community members to relay information, answer questions, and provide support to the diverse cultural and socio-economical members served within the District.

Evaluate and grade student lessons, projects, etc.

Prepare and present materials at workshops for students, principals, parents, community members, etc.

Encourage positive learning patterns and motivate students to the importance of an education.

Understand and carry out oral and written instruction.

Develop a sensitivity to the various cultural differences appropriate to the area of instruction.

Effectively monitor or direct the activities of assigned personnel.

Demonstrate and provide a positive role model to students.

Give first aid or physical comfort to ill or distressed students.

Maintain a positive attitude and remain flexible and adaptable to changing priorities.

Education and Training:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of college-level coursework relating to the activities of this classification, such as education, sociology, psychology and guidance and counseling.

Experience:

One year of experience providing guidance or related instructional assistance to a teacher, or working with youth in a community organization or institution.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

SPECIAL REQUIREMENTS

Some positions may require the use of a personal automobile and the possession of a valid California Class C driver's license.

Positions in this classification require the ability to communicate effectively, both orally and in writing, in a designated second language.

WORKING ENVIRONMENT

School site classroom, office, playground, learning center or community setting, including some year-round educational site locations.

Travel from one school to another, and/or to off-site locations within the community may be required.

PHYSICAL DEMANDS

May include lifting, climbing, pushing, pulling, kneeling, crouching and squatting.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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