

JOB TITLE

BILINGUAL INSTRUCTIONAL ASSISTANT (Korean)

JOB DESCRIPTION

Under supervision of a certificated teacher, assists tutors and trains students in a classroom or similar learning situation and performs a variety of supportive duties for teachers; does related work as required.

POSITION IN THE ORGANIZATION

Reports to: English Language/Categorical Program Coordinator

SPECIFIC RESPONSIBILITIES

- Assists teachers in daily instruction of language arts, listening, speaking, reading, and writing, using the students primary language (Korean) as needed
- Assists in English language development
- Performs related clerical duties and various record keeping tasks
- Assists on field trips
- Prepares teaching aids, materials and supplies as needed
- Serves as a liaison for improved communication between school and home
- Demonstrates proficiency in English (written and oral) and target language (Korean)
- Provides native language support for non-English speaking students when appropriate
- Establishes and maintains good working relationships with others
- Participates in workshops and in-services as required

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE

- High School diploma or equivalent AND experience working with children in a learning situation.
- Completed at least two (2) years of study at an institution of higher education; OR obtained an Associate's (or higher degree); OR met a rigorous standard of quality and can demonstrate through a formal State or local academic assessment:
- Knowledge of, and the ability to assist in instructing reading, writing, and mathematics; or
- Knowledge of, and the ability to assist in instructing reading, writing, and mathematics readiness.
- Must possess a California Drivers License and must submit to a Motor Vehicle check as required
- Must pass proficiency test as legislated by the State of California
- Must past administered language proficiency test.

SKILLS, KNOWLEDGE, AND ABILITIES

- Ability to effectively communicate English verbally and written in a classroom situation.
- Ability to serve as a role model for children.
- Ability to communicate in a second language (Korean).
- Ability to establish a good working rapport with teachers, students, and parents
- Ability to do routine clerical duties.
- Knowledge of record keeping related to student performance.
- Must be physically fit to lead and participate in a variety of vigorous activities.
- Ability to see and hear conditions relating to the safety of self and others.
- Ability to speak in an indoor and outdoor setting well enough to project voice throughout the classroom, playground and multipurpose room.
- Strength to lift/carry equipment/supplies/children up to 50 pounds.
- Must have adequate body movement or mobility to stoop, bend, reach and climb.