

JOB DESCRIPTION
Grossmont Union High School District

BILINGUAL/CROSS CULTURAL AIDE

Purpose Statement:

The job of Bilingual/Cross Cultural Aide is done for the purpose/s of providing bilingual learning opportunities to limited English speaking students; providing clerical support to teachers; facilitating school-home communication; and providing supervision and instruction under the supervision of a teacher that is not bilingual. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Principal or Designee

Essential Functions

- Administers tests, homework assignments, make-up work, etc. for the purpose of identifying student proficiency levels, enhancing students English language skills and supporting teachers in the instructional process.
- Assists students, individually or in groups, with lesson assignments (e.g. bilingual literacy tutoring, note taking, translating, demonstrating, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Collaborates with parents, teachers, counselors, etc. for the purpose of planning curriculum and interventions for student and/or ensuring that objectives are achieved.
- Implements, under the supervision of assigned teacher, instructional/behavioral programs and lesson plans for the purpose of assisting the teacher in improving students' academic and life skill success through a defined course of study.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, library, playground activities, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Refers students/families to outside resources for the purpose of ensuring the need of students and families are met.
- Translates verbal and written communication(s) (e.g. class notes, letters, tests, lessons, etc.) for the purpose of assisting students, teachers and parents in communicating.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings (e.g. inservice, safety, training, IEP's, etc.) for the purpose of receiving/conveying information and/or providing translation services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering assessment instruments; operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math; read and follow instructions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: broad based educational background, including: history, geography, math and science; age appropriate activities; and fluency in English and in at least one target language represented in the District's limited English speaking student population.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; being attentive to detail; establishing and maintaining effective working relationships; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under some hazardous conditions.

Experience No job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 33