

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Bilingual Instructional Aide Intern	CLASSIFICATION:	Classified Non-Management
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1618	WORK YEAR:	--
DEPARTMENT:	Assigned School Site	SALARY:	Special Hourly Rate
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	08-16-07
		BOARD REVISION:	

BASIC FUNCTION:

Under continual supervision of an assigned classroom teacher and general supervision of site and department administrators, the Bilingual Instructional Aide Intern gains exposure and experience to providing primary language support to English Language Learners within content areas, such as English, mathematics, history, and science in a variety of settings that include: direct instruction, individual tutoring, and small group instruction.

DISTINGUISHING CHARACTERISTIC/REQUIREMENT:

The short-term/temporary position of Bilingual Instructional Aide Intern is designed for students pursuing a career in education. Monthly hours are not to exceed 130 hours.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Participate in and observe a variety of experiences; gain experience with grade-level standards, content, objectives and curriculum taught to students in order to increase the academic achievement of English Language Learners. **E**

Learn to tutor English Language Learners within content areas, such as English, mathematics, history, and science in a variety of settings that include: direct instruction, individual tutoring, and small group instruction. **E**

Is exposed to lesson planning to accommodate the individual academic needs of English Language Learners. **E**

Gain exposure to responsibilities and activities of instructors of English Language Learners. **E**

Assist students by providing proper examples, emotional support, a friendly attitude, and general guidance. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school or GED. No experience is required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Reading, writing, listening, and speaking communication skills.

Interpersonal skills using tact, patience, and courtesy.

Basic record-keeping techniques.

Operation of a computer and related software.

ABILITY TO:

- Speak and write effectively in English and a designated second language.
- Understand and follow oral and written directions.
- Lift light objects according to safety regulations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Secure the cooperation of students in a diverse setting.
- Operation of a computer and related software.
- Operate instructional and office equipment.
- Meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School site environment.

SAMPLE PHYSICAL ABILITIES:

Walk, stand, or sit for extended periods of time; bend at the waist, kneel, or crouch to assist students; reach overhead, above the shoulders, and horizontally; hear and speak to exchange information; see to read a variety of materials; dexterity of hands and fingers to demonstrate activities, may prepare materials, and operate standard office and classroom equipment; lift light objects.

Bilingual IA Intern (ZIP 100)

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

M. Magdalena Carrillo Mejia, Ph.D., Superintendent

Date