

EDUCATION AIDE III (BILINGUAL)  
EDUCATION AIDE III (BILINGUAL) (RESTRICTED)

<u>Languages</u>	<u>Class Codes</u>
ARABIC LANGUAGE	4684
ARMENIAN LANGUAGE	4580
CANTONESE LANGUAGE	4530
FRENCH LANGUAGE	4683
JAPANESE LANGUAGE	4531
KOREAN LANGUAGE	4533
MANDARIN LANGUAGE	4686
SPANISH LANGUAGE	4579
TAGALOG LANGUAGE	4532
VIETNAMESE LANGUAGE	4537

DEFINITION

Speaks at least one of the designated languages in addition to English as necessary to assist a teacher or other certificated employee in conducting instructional activities, providing student services, modifying student behavior, and communicating with parents; and performs related manual and clerical tasks.

TYPICAL DUTIES

Uses designated language skills and assists a teacher or other certificated employee by performing duties such as:

- Reading to students and reinforcing the materials presented by a teacher to maintain or improve learning skills, helping students who speak one of the designated languages to understand written and spoken English, assisting students with library or computer lab activities, and supervising students while the teacher is busy elsewhere in the classroom.
- Collecting and distributing materials, monitoring classes during tests, helping to set up or arrange furniture and audio-visual and other equipment, and storing or disposing of materials.
- Monitoring assigned areas on school grounds to assist in enforcing safety and disciplinary rules.
- Contacting parents or guardians to encourage parental involvement and to establish and maintain cooperative relationships to resolve problems related to student attendance and contacting parents and community groups to assist in reviewing instructional programs.
- Posting information on classroom records, filing materials, storing supplies, running errands, operating simple office equipment, and performing other miscellaneous duties.
- Preparing instructional, display, and work materials.

In addition to classroom duties, may perform such duties as:

- Supervising or assisting in supervising students at bus loading and unloading zones and during bus travel.
- Monitoring student behavior in restrooms and locker rooms to prevent rule violations or unsafe activities.
- May accompany students on bus trips.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Education Aide III in a bilingual classification speaks the designated language in performing the same duties as an Education Aide III. Employees in (Restricted) classes are employed in accordance with Personnel Commission Rule 518.

An Education Aide III works in a school under the immediate supervision of a teacher or certificated employee. Assigned duties involve assisting in instructional reinforcement activities with students.

An Education Aide II works under the immediate supervision of a teacher or other certificated employee; performs routine manual tasks, class-related clerical tasks, and classroom monitoring; and assists in communications with parents.

## SUPERVISION

Immediate supervision is received from a certificated employee, usually a teacher. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Correct grammar
- Culture and customs of the group indicated by the designated language

### Ability to:

- Speak English and at least one of the designated languages clearly and fluently
- Speak understandable English with a good vocabulary
- Read English aloud and with ease
- Translate spoken and written English to the oral form for one of the designated languages
- Write legibly on a chalkboard
- Draw simple sketches
- Enforce safety and disciplinary rules
- Learn to operate equipment such as copy machines
- Work cooperatively with teachers and others

## ENTRANCE QUALIFICATIONS

### Education:

In compliance with the Every Student Succeeds Act (ESSA) of 2015 and other related legislation, candidates for this classification must meet the following standards:

Paraprofessionals who provide instructional assistance are required to pass the District Proficiency Test and possess a high school diploma or equivalent and one of the following:

Completion of 48 semester units or 72 quarter units from a recognized college or university;

OR

Possession of an associate or higher degree, from a recognized college or university

OR

Receipt of a passing score on the Instructional Assistance Test.

Experience:

None required.

Special:

The field of competition for "restricted" classes is limited to persons who meet certain criteria, in accordance with Personnel Commission Rule 518. At the time of recruitment the specific criteria will be indicated.

A valid California Driver License and the use of an automobile may be required for some positions.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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