

## **SPECIAL SERVICES ASSISTANT**

### **DEFINITION**

Under general supervision, assesses second language learners for fluency in English and primary language; serves as an interpreter for community members with a limited English speaking ability; performs clerical and other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- assists in the development and maintenance of student records and files
- administers and scores criterion referenced tests, language proficiency tests and general aptitude tests
- assists in district-wide administration of criterion referenced tests, language proficiency tests, and general aptitude tests
- provides information to schools and parents regarding test results and District programs and services for English Learners
- assists in annual certification of CELDT testers
- requisitions, stores, distributes and maintains an inventory of bilingual/bicultural educational materials, supplies, and equipment
- assists in the development and maintenance of a learning environment appropriate to the special instructional and language requirements of students
- administers routine first aid and determines when to seek assistance for students with non-routine illness or injury
- uses a second language and provides cultural experiences to assist students with bilingual/bicultural needs
- may serve as a translator and interpreter to facilitate communication with monolingual, non-English speaking members of the school community
- performs language census testing and records the results
- may make home visits to assist in the understanding of educational programs and activities, and to encourage participation in the educational process serves as a language testing proctor
- may make recommendations as to when a student is ready to transition to a monolingual class

### **QUALIFICATIONS**

**Knowledge of:** Child development and behavior characteristics, and the cultural attitudes of children with bilingual/bicultural instructional needs; behavior management strategies and techniques utilized with students experiencing bilingual/bicultural instructional problems; appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment; basic mathematical concepts; routine record storage, retrieval, and management procedures; instructional strategies used with students involved with bilingual/bicultural instructional problems.

**Ability to:** Demonstrate an empathetic, patient, and receptive attitude with students experiencing bilingual/bicultural instructional needs; interprets, understands, and follows specific student educational plans and courses of study; communicates satisfactorily in oral and written form in English and a second language as required by the assignment, and to serve as an appropriate language model; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment; understand and follow oral and written directions; establish and maintain cooperative working relationships with children and adults; and demonstrate the ability to effectively use a microcomputer.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** One year of paid or volunteer experience working with students experiencing language deficiencies and remedial instructional needs is preferred.

**Education:** Verification of a High School diploma, GED certificate or higher degree; training or course work in child growth and development, special education, instructional technology, or a closely related field is desirable.

**Licenses:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.