

## **San Jose Unified School District**

**I. Title** Program Assistant/Primary Language

**II. Definition**

Under the supervision of the English Language Program (ELP) Coordinator, the Primary Language Program Assistant provides instructional support services to identified English Learners in language development groupings and/or a bilingual classroom staffed by a bilingual teacher. The Primary Language Program Assistant also administers required assessment(s) to English Learners in accordance with provisions of the state mandated Language Census process and Board policy.

**III. Examples of Duties**

- Provide primary language support under the supervision of the ELP coordinator.
- Assess students and update student records under the supervision of the ELP coordinator.
- Provide instructional support and reinforcement of classroom and group instruction.
- Provide tutorials as assigned by the ELP coordinator.
- Participate in the recruitment, program explanations and gathering of program waivers for parents of EL students.
- Provide instructional support services to identified English Learners by implementing the primary language component of the state mandated instructional program within an identified bilingual classroom staffed by a Bilingual Crosscultural Language & Academic Development Certificate (BCLAD) or BCLAD waiver teacher.
- Provide support services in the primary languages in the areas of language, reading, math or social studies, and other curricular areas as necessary (i.e., science).
- Administer English and/or primary language proficiency assessments as directed.
- Provide reinforcement of English Language Development and Primary Language Development.
- Provide written and oral communication with parents or guardians of identified English Learners.
- Provide explanation of program options for parents of English Language Learners.
- Translate and or interpret materials as directed by the ELP Coordinator.

#### **IV. Employment Standards**

##### **A. Knowledge of:**

- Usage of English, vocabulary, grammar and spelling.
- Usage of Primary language usage, vocabulary, grammar and spelling.
- Implementation of safety and health rules.
- Language acquisition development training is desirable.

##### **B. Ability to:**

- Assist in reinforcement of instruction in the content areas, reading and mathematics, while using both the primary and English languages for students K-5.
- Relate and work with English Learners individually and in small groups and take appropriate initiative as needed in classroom situations.
- Follow oral and written directions and work independently.
- Attend meetings, classes and training to further the capacity to support programs for EL students.
- Establish and maintain cooperative working relationships with students, teachers and coworkers.
- Provide one-on-one tutoring instruction for English Learners.
- Provide instructional interventions to students.
- Assist English Learners in computer laboratories.
- Support parent involvement activities.
- Provide support to English Learners in the library media centers.
- Provide 60% student contact time.
- Provide 30% assessment/monitoring.
- Provide 10% translating/interpreting/record-keeping of program materials under the direction of the EL Coordinator.

**C. Education/Training/Experience:**

- Previous experience or training in the care and supervision in the education of children, and bilingual methodology.
- Passing score on the instructional associate test and all parts of the bilingual test or proof of California Basic Education Skills Test (CBEST).
- Completed at least 2 years of study at an institution of higher education.
- Obtained an associate's (or higher) degree, **or** met a rigorous standard of quality and can demonstrate the ability to perform successfully on a formal State or local academic assessment.

Date: August 7, 2003

Revised: 7/1/04 Board

Work Year: 9.5

Range: 19a (includes bilingual stipend on English only pay table CSEA)

Category Code: PAL