

SALSA ASSISTANT

Purpose Statement

The job of SALSA Assistant was established for the purpose/s of teaching oral and written communication in Spanish to students in grades K-6 in collaboration with classroom teachers and other instructional staff; assisting students in performing their academic studies; monitoring students; and providing a variety of clerical support to teacher.

This job reports to Principal

Essential Functions

- Adapts and develops classroom activities, assignments and/or materials as directed for the purpose of providing an opportunity for all students performing at different learning levels and/or with different functional limitations to participate in instructional programs.
- Confers with teachers and/or parents if requested for the purpose of providing information related to the student's progress and/or Spanish/English translation.
- Implements lessons for the purpose of assisting students in achieving their academic and social objectives.
- Instructs students in a variety of activities in oral and written communication in Spanish for the purpose of reinforcing instructional objectives and ensuring students success in school.
- Maintains instructional materials and/or student files/records for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors students in various activities (e.g. classroom, playground, halls, field trips, lunch, tests, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and a variety of general clerical functions (e.g. student records, daily progress charts, correcting papers, copying, preparing instructional materials, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Prepares materials and Spanish instruction schedule in collaboration with the teacher for the purpose of working as a team in the delivery of Spanish Instruction.
- Translates oral and written communications for the purpose of facilitating communication between students, parents, teachers and other District employees.

Other Functions

- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, IEP meetings, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and fluency (written and oral) in Spanish and English.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; and stages of child development.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, 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 wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 45

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____