

Two Rock Union School District
Job Description
Bilingual Instructional Assistant

1.0 Major Duties & Responsibilities

- 1.1 Assists teacher(s) in presenting instructional lessons
- 1.2 Works with students in small groups or one-on-one to reinforce basic skills or to supplement classwork
- 1.3 Assists teacher in various class projects
- 1.4 Assists in preparing teaching materials
- 1.5 Keeps routine records as directed by the teacher(s)
- 1.6 Responds to teacher's plan for student(s) content instruction and reports pupil progress to teacher
- 1.7 Administers & grades various types of tests
- 1.8 Includes yard duty as scheduled by the Superintendent/Principal
- 1.9 Learns and uses positive student management skills to enforce all school rules
- 1.10 Models and teaches correct English usage, vocabulary, spelling, grammar, punctuation and math concepts
- 1.11 Assists in translations with students when needed.
- 1.12 Assists in translating communications between parents and staff at IEP's, SST's, parent conferences, ELAC meetings and other parent meetings as needed.
- 1.13 Assists in translating school correspondence such as school newsletters, forms, notes and teacher newsletters.
- 1.14 May translates correspondence for other school groups such as TRSEF and ELAC
- 1.15 May serve as contact for second-language families both in person and by telephone.

2.0 Other Duties & Responsibilities

- 2.1 Occasionally assists teacher(s) with clerical jobs
- 2.2 Maintains a positive, supportive & cooperative working relationship with all staff, students and parents in the work environment
- 2.3 Responds appropriately to the special needs of individual students
- 2.4 Assists in maintaining a clean and functional classroom and campus

environment

- 2.5 Other duties or responsibilities as assigned by the teacher(s) or Superintendent/Principal

3.0 Desired/Required Qualifications

- 3.1 Must have at least a high school diploma or its equivalent or pass a high school level test
- 3.2 Validated experience in supervising children ages 5 through 13
- 3.3 CPR and First Aide Certification (possess or commit to certification)
- 3.4 Must be NCLB qualified
- 3.5 Must have DOJ fingerprint clearance and TB clearance
- 3.6 Demonstrates a proficiency in the use of classroom technology and computer use

4.0 Supervision Exercised and Received

- 4.1 Supervises all students (as assigned) in the classroom, on the playground or other locations
- 4.2 Is supervised by the teacher(s) and by the Superintendent/Principal

5.0 Ability to:

- 5.1 Demonstrate and teach oral and written language skills and math skills
- 5.2 Use common sense in solving routine problems and to select appropriate consequences for students' inappropriate behaviors
- 5.3 Maintain a positive work ethic (reporting to work, carrying out assignments effectively, being a positive and cooperative team member, uses work time effectively)
- 5.4 Communicates positively with students, staff, parents and others in the educational environment

6.0 Physical Demands and Work Environment

- 6.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions regularly required to sit, talk and hear; use hands to finger, feel occasionally required to stand, walk, and reach with hands &

arms, climb or balance, stoop, kneel, or crouch

- 6.2 Must occasionally lift and/or move up to 20 pounds
- 6.3 Appropriate vision capabilities
- 6.4 The work environment noise level is usually moderate to low
- 6.5 Requires having Post Offer Pre Employment Program

2016-2017 Classified Salary Schedule

Year/Step	Class																				
	A	B	C	D	E	F	G	H	Secretary/Clerk												
1	12.06	12.68	14.23	16.40	16.43	20.54	21.42	22.28	16.40	17.04	17.65	18.28	18.91	19.53	20.14	20.77	21.38	22.03	22.64	22.64	23.28
2	12.68	13.30	15.24	17.04	17.16	21.37	22.51	23.40	17.04	17.65	18.28	18.91	19.53	20.14	20.77	21.38	22.03	22.64	22.64	23.28	
3	13.30	13.93	16.22	17.65	17.89	22.20	23.63	24.58	17.65	18.28	18.91	19.53	20.14	20.77	21.38	22.03	22.64	22.64	23.28		
4	13.93	14.58	17.23	18.28	18.62	23.04	24.75	25.74	18.28	18.91	19.53	20.14	20.77	21.38	22.03	22.64	22.64	23.28			
5	14.58	15.19	18.23	18.91	19.34	23.87	26.04	27.08	18.91	19.53	20.14	20.77	21.38	22.03	22.64	22.64	23.28				
6	15.19	15.83	19.24	19.53	20.07	24.70	26.69	27.76	19.53	20.14	20.77	21.38	22.03	22.64	22.64	23.28					
7	15.83	16.15	19.75	19.85	20.80	25.53	27.36	28.45	20.14	20.77	21.38	22.03	22.64	22.64	23.28						
8	16.15	16.46	20.26	20.17	20.90	25.66	28.05	29.17	20.77	21.38	22.03	22.64	22.64	23.28							
9	16.46	16.79	20.77	20.49	21.01	25.79	28.75	29.90	21.38	22.03	22.64	22.64	23.28								
10	16.79	17.10	21.28	20.80	21.11	25.92	29.47	30.65	22.03	22.64	22.64	23.28									
11	17.10	17.21	21.40	20.94	21.22	26.04	29.64	30.83	22.64	22.64	23.28										
12	17.21	17.31	21.54	21.06	21.33	26.18	29.82	31.01	23.28												
13	17.31	17.41	21.66	21.18	21.43	26.31	30.00	31.20													
14	17.41	17.50	21.79	21.31	21.54	26.44	30.17	31.38													
15	17.50	17.61	21.91	21.42	21.64	26.57	30.35	31.56													
16	17.61	17.72	22.05	21.57	21.76	26.71	30.53	31.75													
17	17.72	17.83	22.18	21.69	21.86	26.84	30.71	31.94													
18	17.83	17.93	22.31	21.82	21.98	26.97	30.90	32.14													
19	17.93	18.03	22.44	21.94	22.08	27.10	31.09	32.33													
20	18.03	18.14	22.58	22.08	22.19	27.24	31.26	32.51													

ASES

Homework Club

1	15.48
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Class:

- A: Instructional Assistant/Daycare Assistant/Lunch Assistant
- B: Special Education/Bilingual Instructional Assistant
- C: Librarian/Media Specialist - Applies to employees hired after April 10, 2014.
- D: Secretary/Account Technician/ Assistant Daycare Director - Applies to employees hired after April 10, 2014.
- E: Custodian/ Grounds
- F: Facilities Manager
- G: Speech and Language Pathology Assistant I
- H: Speech and Language Pathology Assistant II

4% Increase Board Approved 3/10/2016 for 2015-2016
Effective Date: July 1, 2015

**BEFORE THE BOARD OF TRUSTEES OF THE
TWO ROCK UNION SCHOOL DISTRICT
SONOMA COUNTY, CALIFORNIA**

In the Matter of the Elimination/Reduction)
of Certain Positions in the Classified)
Service and Directing Notification of)
Classified Employees)

RESOLUTION NO. 052401

WHEREAS, Two Rock Union School District (“District”) maintains the following positions within the classified service:

1. Full Inclusion Specialist
2. Instructional Assistant

WHEREAS, due to lack of work and/or lack of funds, the Board of Trustees of the District hereby finds that it will be necessary to reduce or eliminate certain services to the following extent:

1. Full Inclusion Specialist - 0.75 F.T.E. to be eliminated;
2. Instructional Assistant - 0.49 F.T.E. to be eliminated;
3. Instructional Assistant - .69 FTE position to be reduced by .20 FTE
4. Instructional Assistant - a .52125 FTE position is being reduced by .03125 FTE.

NOW, THEREFORE, BE IT RESOLVED that, effective May 24, 2016, or 60 days after service of notice, whichever is later, the classified positions of the District shall be reduced or eliminated to the extent hereinabove set forth; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, of this District is hereby authorized and directed to give notice of the reduction and/or elimination of the foregoing

services to the appropriate classified employees of the District in accordance with applicable law; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, is hereby authorized and directed to inform each such employee of his/her displacement rights, if any, and his/her rehire rights.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Two Rock Union School District on May 24, 2016, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on May 24, 2016.

Clerk/Secretary, Board of Trustees

BB 9250 Board Bylaws

Remuneration, Reimbursement And Other Benefits

Remuneration

The Governing Board views Board service as a voluntary contribution to the community and elects not to receive the compensation to which it is entitled by law.

Reimbursement of Expenses

Board members shall be reimbursed for traveling expenses incurred when authorized in advance by the Board. (Education Code 35044)

(cf. 9240 - Board Development)

The rate of reimbursement shall be the same rate specified for district personnel.

(cf. 3350 - Travel Expenses)

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for district employees.

~~The district will pay the cost of health benefit of each Board member.~~

The district will pay the cost of vision and dental benefits for each Board member and his/her dependents.

Each Board member has the option to purchase and pay the cost of health benefits for his/her dependents.

Benefits for Retired Board Members

Retired Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Legal Reference:

EDUCATION CODE

1090 Compensation for members and mileage allowance

33050-33053 General waiver authority

33362-33363 Reimbursement of expenses (Department of Education and CSBA workshops)

35012 Board members; number, election and term

**Two Rock Union School District
Educator Effectiveness Fund
Expenditure Plan
2016-17, 2017-18 School Years**

Beginning Teacher Support and Induction	\$3,300 @ year	\$6,600
Teacher release days (Substitutes)		\$2,788
Professional Development (Conferences, Workshops, mentoring/coaching)		\$5,864
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	Total Allocation	\$15,252