



*Our Children, Our Schools, Our Future!*

Jurupa Unified School District

## **BILINGUAL LANGUAGE TUTOR**

### **DEFINITION**

Under supervision to assist school based instructional personnel by performing tasks which are supportive to the bilingual instructional needs of assigned students and conducive to the social and emotional growth of these students; and to do related work as required. Individuals in this classification must have the ability and knowledge to speak and write fluently in English and in another language determined by needs of the students. Generally this second language will be Spanish. A thorough knowledge of the cultural background of the students involved is also necessary.

### **ESSENTIAL JOB FUNCTIONS**

- Assists in providing bilingual assistance to individual students or to a small group of students under the supervision of a certificated professional.
- Performs verbal and written translation.
- Organizes, prepares, duplicates and works with materials unique to the bilingual program.
- Performs routine clerical and record keeping activities such as taking roll, filling out forms and applications, and correcting papers.
- Sets up and operates audio-visual equipment.
- Helps screen potential students for the bilingual program.
- Assists in maintaining a neat and orderly room environment.
- Assists in the preparation of bilingual instructional and training materials.

### **OTHER JOB FUNCTIONS**

- Performs other related duties as required.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Vocabulary, grammar, spelling, punctuation, and arithmetic in both designated languages.

#### **Ability to:**

Understand, communicate, and be sensitive to the problems and needs of bilingual students;  
Use good, consistent judgment in the solution of problems;  
Understand and carry out oral and written instructions in both English and another language as determined by the district;  
Establish and maintain effective working relationships with others;  
Read, write, and compute at the eighth grade level in both languages;  
Remain flexible despite frequent schedule changes or job duty changes;  
Keep simple records and reports;  
Communicate clearly and accurately with others both verbally and in writing;  
Supervise the activities of students;  
Read and comprehend handwritten or typed documents, and the display screen of various equipment and machines;  
Communicate effectively in English and a second language as specified, generally Spanish;

**BILINGUAL LANGUAGE TUTOR**

**Ability to (continued):**

Stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Concentrate on current task in spite of distractions in an active, busy environment;

Demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner;

Maintain regular, steady attendance.

**Experience:**

Prior experience working with children and/or adolescents.

**Education:**

Graduation from high school or its equivalent.

Personnel Services

June 30, 2000

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