



## **West Windsor-Plainsboro Regional School District**

### **Job Description**

**Job Title:** Instructional Assistant for Dual Language Immersion (DLI)  
**Department:** World Language  
**Reports To:** Principal/World Language Supervisor  
**Salary Guide:** WWPSA; Ten-month contract  
**Prepared Date:** 31 August 2021

**Position Summary:** The Instructional Assistant for DLI assists the certificated DLI classroom teacher with preparation and implementation of the comprehensive program of instruction for all pupils. Promotes the achievement of educational goals and learning objectives as according to the DLI program.

**Qualifications:** Instructional assistants for DLI must hold a high school diploma and 60 credits from an accredited college or university. Associates degree preferred. Fluency in the target language is required, certification in the language content area is a plus. Excellent oral and written communication skills in English and the target language. Knowledge and understanding of child growth and development and of appropriate classroom practices is essential.

#### **Essential Duties and Responsibilities:**

- Assist the classroom teacher in the delivery of an effective instructional program.
- Use the target language of the class exclusively for all instructional activities.
- Work with individual students or small groups of students to reinforce learning of skills initially introduced by the teacher.
- Assist the teacher in strategies for reinforcing material or skills based on understanding of individual students, and their needs, interests, and abilities.
- Check student notebooks and supervises testing and makeup work, as assigned by the teacher.
- Guide independent study, enrichment work, and remedial work as assigned by the classroom teacher.
- Assist with large group activities, such as mini-lessons, read alouds, and storytelling.
- Help students with their clothing, snack time routine, cleanup routine, and toileting activities.
- Participate in in-service training, as scheduled.
- Perform any other duty or task that may be assigned by the teacher or principal.

#### **TECHNOLOGY SKILLS**

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal and Student Information System.

## **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

## **PHYSICAL DEMANDS**

Occasional bending, pushing, and moving. Lifting of objects with a strength factor of light work. Dexterity of hands and fingers to operate a variety of standard office equipment. Clarity of vision at varying distance to monitor student's behavior during classroom activities. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner. CPR and First Aid certification may also be required.

The physical demands described in this job description 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.

## **WORK ENVIRONMENT**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

## **TERMS OF EMPLOYMENT**

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

## **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

## **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 8/31/2021

Certified by: C. J. Comella  
Director of Human Resources

