



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Mandarin Chinese Project Assistant**

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Reports to: Mandarin Coordinator
Salary Range: Range 17	
Term of Employment: 10 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists in the clerical functions of a funded program and assists teachers in providing a well-organized and smooth-functioning instructional program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Assists in developing Mandarin Chinese Summer School and After School Academies procedures, registrations and assists with implementing programs for the designated schools.
- Establishes and maintains contact with news organizations to promote the Mandarin Chinese Project.
- Develops promotional materials for the Mandarin Chinese Project.
- Assists in developing documentation for reporting.
- Leads parent tours of the Mandarin Chinese classrooms.
- Develops and maintains contact with sister schools in China.
- Helps maintain the Mandarin Chinese Project website.
- Assists in tracking spending.
- Assists the Coordinator with helping the new teachers get documents and certification materials ready upon their arrival throughout the school year.
- Coordinates with office staff on purchasing requests, facilities requests, etc.
- Travels to other campuses and sites on occasion.

- Assists teachers in providing supports with Mandarin Chinese instruction with guidance and direction from the teacher.
- Translates classroom materials into Mandarin Chinese.
- Assists in the development of materials for the teacher.
- Executes general clerical tasks.
- Greets visitors, directs them to appropriate staff and provides information as directed.
- Develops and maintains an understanding of individual students, their needs, interests, abilities and disabilities.
- Develops and maintains positive relationships with students and staff; models appropriate adult behavior; maintains a positive structured environment.
- Maintains a high level of ethical behavior and confidentiality.
- Provides tutoring to the student for regular class assignment with guidance and direction from the teacher.
- Assists with record keeping for completion of school reports.
- Participates in appropriate in-service, workshops and conferences and staff meetings as directed by administration.
- Assists administration in implementing and maintaining classroom discipline.
- Creates an environment of respect and rapport.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability to communicate well with children and adults.
- Demonstrates the ability to analyze student data and plans instruction/intervention with Mandarin Staff.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to develop and maintain effective relationships with students, staff, and parents.
- Demonstrates the ability to supervise students in various settings.
- Has skills in decision making.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.

- Handwriting must be legible.
- Must demonstrate flexibility, common sense, and good judgment.
- Mandarin and English speaking preferred.
- Must be knowledgeable of how to work in Microsoft Word, Excel, Power Point and Movie Maker.
- Must be knowledgeable with email, attachments, and PDF files.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Demonstrates the ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree preferred.
- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Experience working with children preferred.
- Ability to speak, read, and write in Mandarin Chinese (Simplified).

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must occasionally lift and/or move up to 30 pounds.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.