



Job Title: Bilingual Aide

Exemption Status/Test: Non-exempt/186 Days

Reports to: Principal

Date Revised: 5/27/2015

Dept. /School: Daugherty Elementary

Primary Purpose:

To provide small group instruction to bilingual students identified as in need of intervention using materials and plans provided by either the Bilingual Interventionist or the Classroom Teacher

To help improve the academic performance of assigned bilingual students

Qualifications:

Education/Certification:

High School Diploma

Valid TEA Certification

Oral and Written Fluency in language needed for the position (Spanish)

Special Knowledge/Skills:

Ability to instruct students in small groups and manage behavior

Strong organizational, communication, and interpersonal skills

Ability to follow plans and activities provided

Ability to monitor and track progress of students

Experience:

Previous work with elementary age children, preferred

Major Responsibilities and Duties:

Instructional

1. Engage small groups of students in appropriate lessons and activities that address the needs of the students using the plans and materials provided
2. Communicate with the Classroom Teacher and Bilingual Interventionist on the effectiveness and appropriateness of provided lessons
3. Conduct assessments of student progress as instructed
4. Work in cooperation with the Intervention Team and Classroom Teachers

Student Growth and Development

5. Monitor and track student progress using formal and informal means
6. Be a positive role model for students

Student management and Organization

7. Create an environment conducive to learning
8. Manage student behavior according to the Code of Conduct

9. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
10. Compile, maintain, and file all reports, records, and other documents as required

Communication

11. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members

Professional Growth and Development

12. Participate in staff development activities to improve job-related skills
13. Comply with all state, district, and school regulations and policies
14. Attend and participate in faculty meeting and committees as required

Other

15. Perform other duties as assigned, such as supervising students in the cafeteria and assisting with dismissal

Supervisory Responsibilities

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Frequent Walking

Lifting: Regular light lifting and carrying (less than 15 pounds) involving books and classroom materials

Mental Demands: Maintain emotional control under stress; frequent shift of activities from one group to the next

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.