ZION-BENTON
TOWNSHIP HIGH SCHOOL DISTRICT 126
COMMITTED TO EDUCATIONAL EXCELLENCE

ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126
JOB DESCRIPTION

POSITION TITLE:	**Instructional Aide – Bilingual**	**LOCATION:**	**As Assigned**
REPORTS TO:	**Department Supervisor**	**STATUS:**	**Classified**
CLASSIFICATION:	**Instructional Aide – Bilingual**	**TERM:**	**180-day Contract**

About D126:

Zion-Benton Township High School District 126 is comprised of two high school campuses serving approximately 2,500 students in grades 9-12. We have a proud history with a diverse student population from the towns of Beach Park, Wadsworth, Winthrop Harbor, and Zion.

Zion-Benton Township High School is located in the western portion of the town of Zion. Zion-Benton East High School is centrally located in the heart of Zion, offering students the choice for a small high school experience. Both schools prepare students with the singular goal "To ensure that students graduate ready for college, a career, and life."

At D126, our mission is to promote self-worth, social responsibility, and lifelong learning in partnership with our community. Our vision is to empower students to thrive in today's global society.

General Summary:

The bilingual instructional aide assists teachers with preparing instructional materials, supports the delivery of instruction, assists students in understanding their coursework and instructional technologies, provides translation services, and provides assistance with completing associated departmental tasks.

Essential Duties and Responsibilities:

1. Works collaboratively with classroom teachers and the Bilingual Coordinator to ensure effective and accurate delivery of the instructional program.
2. Translates written communication(s) for the purpose of assisting students, teachers, and parents.
3. Interprets and provides verbal translation services for the purpose of assisting students, staff, and parents.
4. Assists teachers with adapting classroom activities, assignments, and/or materials to help support students' language-learning needs.
5. Under the supervision of the classroom teacher, implements the instructional program by presenting and reinforcing concepts in Spanish and/or English.
6. Administers tests, assignments, and make-up work as requested by classroom teachers.

7. Provides assignment assistance to students in academic classes, Resource, and the Multilingual Services Center.
8. Serves as a positive role model for students in the classroom/instructional environment.
9. Assists with departmental paperwork and associated tasks as needed.
10. Performs other related duties as assigned by the Direct Supervisor, Department Chair, or Principal.

Knowledge, Skills, and Abilities:

- Fluent in Spanish and able to provide translation services in oral and written communication.
- Skilled in operating various office equipment, such as personal computer, calculator, facsimile, copy machine, document shredder, desktop printer, intercom, etc.
- Demonstrates a genuine commitment to student learning.
- Able to maintain confidentiality and use good judgment.
- Able to multi-task and work with minimal supervision.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Represents ZBTHS in a positive manner in communications with staff, parents, and the community.
- Maintains proper professional attire for a classroom setting.

Education and Experience:

Must possess state required credentials for position. College degree preferred. Fluent in Spanish. Two years of related experience desired. Prior experience with high school students is a plus.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use the computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
Climbing/Stooping/Kneeling::			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.