



**Job Title:** ESL INTERPRETER-SWAHILI  
INSTRUCTIONAL AIDE  
FOR REFUGEE/IMMIGRANT/ESL STUDENTS

**Wage/Hour Status:** Non-Exempt

**Reports To:**

**Pay Grade:** Clerical-Paraprofessional -6

**Dept./School:** ESL

**Revised:** 6/4/2024

---

**Primary Purpose:**

Abilene ISD receives a large number of refugee/immigrant students through the International Rescue Committee (IRC) resettlement organization. Language and cultural differences often hinder academic progress and are difficult barriers for students to overcome. Abilene ISD will continue to improve the success of immigrant students through directly addressing the unique needs of its identified refugee/immigrant students and families. With the effective bridging of cultural and language barriers, provision of family supports, tutoring/academic assistance, and translation/interpretation, immigrant students will reach their full potential. The key principle of this job is to support the mission of Abilene ISD and guide refugee students toward English language acquisition and academic success, and provide the academic support needed to keep these students on track and graduating on time.

**Qualifications:**

**Special Knowledge/Skills: -**

- General knowledge of public education, preferred
  - Strong organizational, communication, and interpersonal skills
  - Must have a valid driver's license and vehicle
  - Must be fluent in English and Swahili (speaking, reading, and writing)
  - Reports to Executive Director of Federal Programs
- Performance Responsibilities and Duties:

**Responsibilities:**

- Must be fluent in English and another language that represents the refugee/immigrant/ESL population within the Abilene Independent School District.
- Collaborates closely with the Bilingual/ESL Office, campus administration, and ESL teachers regarding overall objectives, academic needs, and other projects, questions, or concerns associated with the instruction of refugee/immigrant/ESL students.
- Shadows newly enrolled refugee/immigrant/ESL students that come from unschooled backgrounds as they acclimate to their new school environment and familiarize themselves with social customs; supports students' transition into school by acting as a bridge between the differing cultures and languages.
- Works as an instructional aide assisting refugee/immigrant/ESL students in clarifying classroom instruction, expectations, and assignments.
- Provides academic support to assist immigrant students in the successful completion of assignments and mastery of the curriculum.
- Assists immigrant students in after-school tutorial programs, and participates in meetings and summer programs designed to promote the academic success of refugee/immigrant/ESL students.
- Assists with translation of verbal and written communication for better understanding and to improve parent involvement between the home, school, and administration.
- Assists with home visits, LPAC, ARD, and other school-related meetings; translates, as needed, during local testing/assessment.



- Commutes between campuses to serve the needs of refugee/immigrant/ESL students across the district.
- Maintains an immigrant/ESL student-contact log listing the services provided.
- Works on related services and projects related to the academic success of refugee/immigrant and ESL students as needed.
- Works in varied instructional assignments on different campuses as needed to meet the changing needs of enrolled students.
- Completes all other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Wage/Hour Status:** Non-Exempt

**Pay Grade:** Clerical-Paraprofessional -6

---

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the \_\_\_\_\_ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_