



Crandall Independent School District

Job Description

Job Title:	Bilingual Intervention Aide	Wage/Hour Status:	Non-Exempt
Reports To:	Principal	Date Revised:	November 13, 2024
Dept./School:	Assigned Campus	Funding:	Title 1 Funds

Primary Purpose:

This instructional aide is responsible for supporting student achievement in the area of English Language Arts, with special attention to reading. They provide individual or small group instruction to students who are struggling academically. This position is also responsible for monitoring, reporting, and communicating student progress and performance.

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate
Formal academic assessment, associate's degree, or two (2) years of study at an institution of higher learning
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to assist in instructing reading
Ability to work with children
Ability to communicate effectively

Experience:

Experience working with children

Major Responsibilities and Duties:

Instructional Support

1. Provide high quality instruction to individual and small groups using district-approved resources, which entails explicit direct instruction.
2. Use local, state assessment, and formative assessments to help with instructing students in reading and math.
3. Assess students reading and use data to provide targeted instruction to students.
4. Maintain data-based documentation of continuous monitoring of student performance and progress.
5. Communicate with teachers, campus interventionists, and administration on student progress
6. Participate in meetings with teachers, and administration to discuss student placement and progress
7. Attend staff meetings and professional development
8. Help maintain neat and orderly classroom.
9. Help with inventory, care, and maintenance of instructional resources.

Student Management

10. Help supervise students throughout school day, inside and outside classroom.
11. Make teacher aware of special needs or problems of individual students.

Other

12. Participate in staff development training programs to improve job performance.
13. Participate in faculty meetings and special events as assigned.

- 14. Communicate with students or parents on a regular basis.
- 15. Maintain confidentiality.
- 16. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

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/stooping, pushing/pulling, and twisting

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

The document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I understand that my position is funded by Title 1, Part A funds with the primary purpose of supporting grant activities aimed at improving academic achievement for students struggling to meet state standards.

Print Name

Signature

Date

Supervisor Acknowledgement of Federally funded job responsibilities

Print Name

Signature

Date