



Title:	New Arrival Aide
Reports To:	Campus Principal/Teacher(s)
Department:	Assigned Campus
Status:	Non-Exempt
Terms:	187 Days / 10 Months
Pay Grade:	IP 02

Primary Purpose:

Assist the ESL teacher(s) or ESL Lead in the preparation and management of classroom activities and administrative requirements. Work under the supervision of a certified teacher(s).

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate

Associate's degree, or two years of study at an institution of higher learning with a minimum of 48 college hours

Valid Texas educational aide certificate

Special Knowledge/Skills:

Knowledge of general office equipment

Light clerical skills

Ability to work well with school-aged children

Basic computer skills, i.e. Excel, word processing

Bilingual preferred, but not required

Strong organizational, time management and communication skills

Experience:

Some experience working with school-aged children

Major Responsibilities and Duties:

Instructional Support

1. Uphold and enforce school rules, administrative regulations, state and local board policy
2. Assist ESL Teacher(s) or ESL Lead Teacher in all areas of work.



3. Implement instructional program and lesson plans under the supervision of ESL Teacher(s) or ESL Lead Teacher.
4. Assist with assessments.
5. Assist teachers in checking daily goals to ensure work is being completed.
6. Motivate students for maximum learning.
7. Participate in faculty and professional meetings.
8. Inspire students with consistency, care and interest to build students' self-esteem and promote further success.
9. Praise students, compliment them and encourage them in order to build character.
10. Assist in supervising students throughout the school day, both inside and outside the classroom.
11. Keep the teacher(s) informed of any special needs or problems of individual students.
12. Be able to facilitate activities that promote speaking, listening, reading and writing in English.
13. Perform other duties as may be assigned.

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: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

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

Environment: May work prolonged or irregular hours

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

This 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.

Signature

Printed Name

Date

