

June 7, 2024

East Aurora School District 131 has the following opening(s) for the 2024-2025 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

VACANCY NOTICE

POSITION TITLE: Bilingual Assistant

BUILDING(S): Hermes Elementary School

CLASSIFICATION: Support Staff

TERMS OF EMPLOYMENT: 9-1/3 months. Monday-Friday: 7 hours/day.

IMMEDIATE SUPERVISOR: Building Principal or Designee

EVALUATION PROCEDURES: Per the Collective Bargaining Agreement

START DATE: August 19, 2024

JOB ID: 4388

QUALIFICATIONS:

1. Associate's degree or higher, completion of 60 semester hours of college coursework, high school diploma/GED and a score of 460+ on the ETS Parapro test, or high school diploma/GED and the following scores on the ACT Workkeys (Applied Mathematics/Applied Math with a score of 4 and Reading for information/Workplace Documents with a score of 4).
2. State and paraprofessional approval.
3. Bilingual (English/Spanish) required.
4. Excellent organizational skills.
5. Strong interpersonal and intrapersonal skills.
6. Excellent written and oral communication skills.
7. Ability to work with a linguistically and culturally diverse community.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Assist students with classroom activities under the direction of licensed teacher.
2. Checks notebooks, corrects papers, and supervises testing and make-up work relevant to all students.
3. Assist with reading in small groups of children.
4. Assists in preparing class displays, bulletin board and instructional materials.
5. Participates in appropriate staff development programs.

6. Assists teacher in duties relating to the supervision of lunchroom, playground and bus activities.
7. Assists with the behavioral management system under the direction of the teacher.
8. Assists with daily charting of progress on academic and behavioral charts relevant to all students.
9. Tutors individual students using instructional materials, lessons developed by the certified teacher.
10. Exhibit legal and ethical behavior in their professional practices; follow and implement all district rules, regulations, practices and policies.
11. Demonstrate a high level of professionalism with the ability to maintain confidentiality and personal flexibility in all areas.
12. Participate in / attend building and district meetings, as required.
13. Maintain professional competence through in-service education activities provided by the district.
14. Direct and supervise students, implement MTSS, and maintain and document discipline both in and out of the classroom during the assigned workday.
15. Perform any other duties and responsibilities as may be requested by the principal or designee.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org>. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.