



**Job Title:** Emergent Bilingual Instructional Aide **Exemption Status/Test:** Non-Exempt

**Reports to:** Assistant Principal

**Date Revised:** June 2022

**Dept. /School:** Department of Multilingual Programs/Campus **Pay Grade:** PA1

---

**Primary Purpose:** To assist teachers in the instruction of emergent bilinguals, support the implementation of EB programming and delivery, and support LPAC administrators.

**Qualifications:**

**Education/Certification:**

- High School Diploma or equivalent
- Minimum of 48 semester hours of college credit, or an Associate's Degree or ability to pass a rigorous content-oriented exam and assessment (Certification by another school district of meeting NCLB Highly Qualified by assessment requirements will be accepted instead of college credit)
- Eligible to receive an Educational Aide Certificate from the State Board of Educator Certification

**Experience:**

- Previous work providing support to students
- Previous experience interpreting or providing translation, customer service, and successful management of projects

**Special Knowledge/Skills:**

- Strong communication skills: Must speak and write in English, Spanish/Other languages.
- Effective customer service skills
- Strong organizational skills
- Basic computer skills
- Ability to multitask
- Computer skills, including use of word processing, spreadsheet, and database systems

**Major Responsibilities and Duties:**

1. Provide instructional assistance for Emergent Bilinguals.
2. Support teachers at the onset of establishing print-rich classroom environments and preparing instructional materials supporting EB strategies.
3. Provide Spanish/ Other Language interpretation and translation support for teachers, students, parents, and guardians regarding school-related topics.
4. Support campus administration with LPAC clerical duties.
5. Input student coding into the database system.
6. Maintain confidentiality of information at all times.

**Supervisory Responsibilities:**

None

## **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment, including personal computers and peripherals; school bus operation; safety equipment, including fire extinguishers and radio communication equipment.

**Posture:** Ability to sit for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

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

**Environment:** Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside

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

---

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_