



# Hays Consolidated Independent School District

## Department of Human Resources

**Job Title:** Instructional Aide - Bilingual/ESL Support – Title III

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

**Reports to:** Administrator Assigned

**Pay Grade / Days:** PP04, 187 days

**Dept./School:** School Assigned

**Date Revised:** September 2025

**Grant Funded Position:** This position is funded by ESSA, Title III, Part A grant funds. The Title III, Part A program of the Elementary and Secondary Education Act (ESEA), as reauthorized under Every Student Succeeds Act (ESSA), aims to ensure that English learners (ELs) and immigrant students attain English proficiency and develop high levels of academic achievement in English, supporting all English learners in meeting the same challenging State academic standards that all children are expected to meet. This position shall work solely to meet the needs of English Learners also referred to as Emergent Bilinguals and may not undertake job duties during the workday that do not align to this purpose. The need for this position shall be reviewed annually and will be dependent upon available grant funding.

### Primary Purpose:

Assist teacher in preparation and management of classroom activities and administrative requirements. Work under supervision of certified teacher. This position is designed to provide supplemental, instructional support to help ensure that children who are limited English proficient (LEP) attain English proficiency at high levels in core academic subjects and can meet state mandated achievement performance standards.

### Qualifications:

#### Education/Certification:

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

Have met formal academic assessment, associate's degree, or two years of study at institution of higher learning as required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.

Valid Texas educational aide certificate

#### Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

Knowledge of the Bilingual/ESL guidelines

Proficient in English and Spanish (Reading, Writing, Listening and Speaking)

#### Experience:

Some experience working with students

Some experience working with Bilingual/ESL programs, preferred

### Major Responsibilities and Duties

#### Instructional Support

1. Assist teacher in preparing instructional materials and classroom displays.
2. Assist teacher with the administration and scoring of objective testing instruments or work assignments.
3. Help maintain neat and orderly classroom.
4. Help with inventory, care, and maintenance of equipment.
5. Help teacher keep administrative records and prepare required reports.
6. Provide orientation and assistance to substitute teachers.

7. Provide linguistic support to students that are limited English proficient.
8. Provide translation support as needed to parents, teachers and students.

**Student Management**

9. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
10. Help supervise students throughout school day, inside and outside classroom.
11. Keep teacher informed 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.

**Supervisory Responsibilities:**

Supervise students when working with students or otherwise requested.

**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.

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

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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. Positions are extended annually based upon availability of funding.

Signature of acknowledgement indicates a receipt of aforementioned information.

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Employee Name (please print)

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Date

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Employee Signature

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Badge #