



**JOB TITLE:** Aide, Bilingual/ESL  
**DATE REVISED:** October 19, 2024  
**REPORTS TO:** Assigned Administrator  
**DEPARTMENT/CAMPUS:** Assigned Campus  
**PAY GRADE/DUTY DAYS:** EA1, 184 Days  
**FLSA:** Non-Exempt

#### **JOB PURPOSE SUMMARY:**

This position is responsible for providing instructional and clerical support to teachers and staff in bilingual classrooms. This position aids in the delivery of effective instruction and ensures the maintenance of an orderly learning environment for students. The position also supports the preparation of instructional materials, record-keeping, and communication between teachers and students.

#### **KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

##### **Instructional Support:**

1. Assist teachers in delivering bilingual instruction by working with students individually and in groups, following the teacher's or principal's directions.
2. Prepare instructional materials, bulletin boards, and teaching aids as directed by the classroom teacher.
3. Assist in maintaining accurate and up-to-date student records and reports as assigned by the teacher or administrator.
4. Monitor students in both classroom and non-classroom settings to ensure a safe and orderly environment conducive to learning.

##### **Classroom and Learning Environment:**

1. Assist in maintaining an orderly environment by performing routine clean-up tasks and organizing materials in the classroom.
2. Ensure proper inventory management of classroom equipment and materials; assist in preparing requisitions when directed by teachers or administrators.
3. Operate and maintain instructional equipment used in the classroom, such as computers, projectors, and other technology.

##### **Compliance:**

1. Participate in required in-service training programs and meetings to improve job-related skills and performance.
2. Perform all duties in accordance with applicable federal, state, and district policies, regulations, and procedures.
3. Maintain confidentiality of student information and records, adhering to district guidelines and policies.
4. Adhere to all district-wide safety protocols and emergency procedures.

##### **General:**



1. Consistently support the District's Shared Vision, Mission, and Promise 2 Purpose.
2. Attend and participate in district meetings and serve on committees as required.
3. Display integrity, responsibility, accountability, teamwork, and ethics in the performance of job functions.
4. Maintain relevant and up-to-date knowledge by participating in continuous learning and professional development opportunities.
5. Perform other duties as assigned by the administrator, ensuring flexibility in responding to the needs of the campus and students.

#### MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma or equivalent
- Experience working with children, preferably in a bilingual setting

#### CORE KNOWLEDGE, SKILLS & ABILITIES:

**Communication:** Ability to communicate effectively with both English-speaking and non-English-speaking students, staff, and parents.

**Organization and Attention to Detail:** Demonstrates strong organizational skills and the ability to handle multiple tasks efficiently.

**Interpersonal Skills:** Ability to build positive relationships with students, staff, and parents, and exhibit patience in a learning environment.

**Teamwork:** Works well in a team-oriented setting, supporting the lead teacher and contributing to a positive classroom environment.

#### PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent standing, walking, and sitting, as well as the ability to move and arrange instructional materials. The working environment consists of an indoor classroom setting with occasional exposure to outside activities and noise levels.

#### EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

