

EDUCATIONAL ASSISTANT – DUAL LANGUAGE

SPA License Status:	<i>Licensed / Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Principal</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Classified Personnel - Educational Assistant Contract</i>
Terms of Employment:	<i>7 Hours / 9 Months</i>
Job Goal:	<i>Assist in providing regularly scheduled language support services to students whose dominant language is not English</i>

Minimum Qualifications
<ol style="list-style-type: none"><i>1. High School Diploma or Equivalent</i><i>2. Successful passage of the Para Pro Exam or 48 college credits (three credits in reading, writing, math and six credits in teaching or education)</i><i>3. Successful passage of the Bilingual Assessment (English/Spanish) Test administered through the Bilingual and Migrant Education Department.</i><i>4. Associate's Degree in Education preferred</i><i>5. Ability to obtain a level three license issued by the NM Public Education Department (NM PED)</i>

Job Duties

- 1. Collaborate with bilingual education teachers in identifying for enrollment eligible English Language Learners (ELLs)*
- 2. Serve identified ELLs on a regularly scheduled basis under the direction of a certified teacher*
- 3. Assist teachers in meeting the academic and linguistic needs of ELLs*
- 4. Assist ELLs in conceptual and oral linguistic experience*
- 5. Assist teacher in providing an instructional cultural component which relates to the dominant ethnic background of students*
- 6. Assist classroom teachers with program content and maintains open communication with the building staff*

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8. Consult and assists with classroom teachers on a continuous basis regarding program content and progress of students
9. Help maintain current and accurate data and information regarding ELL
10. Assist in the supervision of students in the classroom, lunchroom, halls, restrooms, and campus
11. Attend and participates in a minimum of four workshops, seminars and/or conferences dealing with language acquisition or relevant topics dealing with ELLs
12. Receive instructional program support and guidance as provided by the Dual Language Enrichment Department.
13. Receive support in utilizing and developing materials and in modeling appropriate language development strategies as provided by the designated bilingual education teacher or DLE staff.
14. Attend required professional development trainings.
15. Agrees to fulfill the responsibilities in the assigned location(s).
16. Adhere to educational guidelines as defined by the New Mexico Public Education Department.
17. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
18. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
19. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
20. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
21. Working outside of contract hours may be required.
22. Perform such other tasks as may be assigned within the parameters of the job description and job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines, tools, and equipment that commensurate with the responsibilities of the job and scope of work.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

EVALUATION

Performance of this position will be evaluated in accordance with the provisions of the CSEC-LC/LCPS Agreement on evaluation of classified personnel.

I accept this position offered and agree to the above job description.

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*Signature*_____ *Date*_____

*Print Name*_____

*Approved By*_____ *Date*_____

