



Position: Bilingual Aide

Assignment: Bilingual Instructional Aide

Wage/Hour Status: Nonexempt

Reports To: Principal/ Teacher

Pay Grade: IS331/187 Days

Dept/School: Bilingual/ESL Department/Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Assist in the preparation, delivery, and management of bilingual classroom instructional activities as well as administrative requirements under the supervision of a certified teacher.

Qualifications:

Minimum Education/Certification:

- Valid Texas Educational Aide certificate
- Minimum 48 hours at institute of higher learning or
- Associate degree or passed local or state assessment tool.

Special Knowledge/Skills/Experience:

- Demonstrated proficiency in oral and written communication in English and Spanish
- Ability to work well with children.
- Ability to communicate effectively.
- Ability to follow verbal and written instructions.
- Ability to assist students with academic basics.
- Knowledge of general office equipment
- Previous successful experience working with children.

Major Responsibilities and Duties:

- Demonstrate acceptable work habits including teamwork, initiative, and dependability.
- Report to work on time each day.
- Perform routine clerical duties for bilingual teachers.
- Assist the Bilingual teacher in preparing instructional materials and classroom displays.
- Work with individual small groups of bilingual students to conduct instructional exercises assigned by the teacher.
- Assist teachers with making parent contacts, serve as a liaison between the parents and the school.
- Assist with the administration of Spanish assessments to determine English learners' eligibility.
- Assist in supervising bilingual students throughout the school day, both inside and outside of the school.
- Perform cafeteria duty, bus duty and playground duty as necessary for bilingual students.
- Assist in maintaining a neat and orderly bilingual classroom.
- Assist in the use, care, and maintenance of audio-visual and other equipment as requested for use in the bilingual classroom.
- Participate in staff development training programs, faculty meetings, PTA meetings, and any other special events, as needed.
- Provide orientation and assistance for bilingual substitute teachers.

- Serve as a substitute teacher in emergency situations.
- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Keep informed and comply with all state and district policies and regulations concerning primary job functions.
- Perform any other duties and/or tasks that may be assigned on an as needed basis.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment.
- Work inside, may work outside, regular exposure to noise.
- Work with frequent interruptions, maintain emotional control under stress; work prolonged or irregular hours.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name