



Position: Classroom Aide

Assignment: Language Acquisition Aide- Elementary (ESL Aide)

Wage /Hour Status: Non-Exempt

Reports to: Language Acquisition Specialist/Principal

Pay Grade: IS331/187 Days

Dept./School: BIL/ESL Department/Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Assist the Language Acquisition Specialist in the preparation, delivery, and management of instructional components for students learning a second language. Support the Language Acquisition Specialist in all state and federal compliance aspects of testing and documentation. Work under the direct supervision of a certified Language Acquisition Specialist and independently provide language instruction and interventions.

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:

- Ability to work well with children acquiring a second language.
- Ability to follow verbal and written instructions independently.
- Strong organizational, communication, and interpersonal skills
- Working knowledge of Microsoft Outlook, Excel, Word, and PowerPoint
- Working knowledge of Google Applications for Education preferred
- Two years previous successful experience working with children.
- Experience in a public education environment preferred

Major Responsibilities and Duties:

- Assist Language Acquisition Specialist in preparing instructional materials for classroom teachers.
- Assist with administration and scoring of objective testing instruments such as the IPT, IOWA, and other language assessments as needed or requested.
- Ability to perform a variety of tasks often changing assignments on short notice with little or no direction.
- Support Language Acquisition Specialist and assigned campuses to keep administrative records and prepare required reports. This includes LPAC paperwork, PEIMS, 6-week verification reports, end of year EL profiles, prepare TELPAS teacher information folders, and other required reports and documentation.
- Ability to maintain accurate and auditable records to include current Green LEP Folders and Brown DNQ folders.
- Conduct instructional exercises assigned by the Language Acquisition Specialist; push in to work with individual students or small groups.

- Supervise students as required or needed throughout the school day to include inside and outside of the classroom when working with students acquiring a second language.
- Always maintain student confidentiality.
- Keep Language Acquisition Specialist and classroom teacher, where appropriate, informed of special needs of individual students.
- Participate in professional development opportunities to improve job performance.
- Work with parents in campus involvement activities such as parent classes, volunteerism, home to school connections, and campus family activities.
- Uphold federal and state laws and regulations and local board policy and ensure compliance.
- Work cooperatively with classroom, campus, and district personnel.
- Contribute to a positive and professional learning environment that is culturally proficient.
- Engage in all job-related responsibilities in a way that aligns with and supports LISD's Four Cornerstones.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment; [*P.E. teachers: automated external defibrillator (AED)*]
- 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.
- Maintain emotional control under stress; work prolonged or irregular hours; work with frequent interruptions.

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