

BILINGUAL AIDE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the general supervision of the site principal, provides instructional service to LEP (Limited English Proficient) children. In cases where an ESL (English Second Language) Resource teacher is on staff, the ESL aide shall assist the ESL teacher in providing bilingual instructional services; shall possess the skills and knowledge necessary to work in an instructional setting with students who are not proficient in English.

ESSENTIAL FUNCTIONS:

- Provide direct instructional services to LEP students in their primary language and English
- Develop materials needed for the program
- Perform testing as required for identification of LEP students
- Maintain records of all pupils in the program
- Write ILP's (Individual Learning Plans) for every student enrolled in the program
- Provide timely information to parents and classroom teachers as pertains to the progress of each student
- Help maintain class environment so that it is functional, safe and orderly
- Assist in pupil supervision
- Operate audio-visual equipment
- Perform other related duties

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Passage of CODESP Exam or equivalent test, or 48 units from an institute of higher learning, or AA/AS degree
- Fluency in Spanish or other languages currently needed in the District

KNOWLEDGE OF:

- Proper English grammar, punctuation and sentence structure
- Record-keeping
- Basic first aid practices, procedures and techniques

SKILL TO:

- Follow written and oral directions and to work harmoniously with students and teachers
- Demonstrate interest in and ability to work with youngsters
- Read notes, memos and student's reports of a moderately complex nature
- Communicate orally to effectively convey information
- Interact with students, public and staff effectively

PHYSICAL FUNCTIONS:

Ability to:

- Hear and understand speech at normal levels
- Read notes, memos and student's reports of a moderately complex nature
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Sit and stand for extended periods of time

- Reach in all directions
- Walk/move in order to do appropriate playground supervision
- Speak in an understandable manner in order to convey information to students, parents and staff

EXPERIENCE:

- Experience as a classroom instructional aide desirable
- Spanish or other languages based on current district needs (ie Arabic, Lahu, Punjabi, etc.) fluency necessary

WORK YEAR:

The work year is one hundred eighty (180) days, plus paid holidays, plus paid vacation

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board adopted: February 14, 2012