JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT – ESL/Bilingual

JOB TITLE: Instructional Assistant - ESL/Bilingual
WAGE/HOUR STATUS: Non-Exempt

REPORTS TO: Principal and Teacher(s)
TERMS: 187 Days

DEPARTMENT: Assigned Campus
PAY GRADE: Clerical/Par 2

PRIMARY PURPOSE:
Help teacher provide for physical and instructional needs of students with behavior disorder in an ESL unit; assist in implementation of classroom programs, including self-help, behavior management, and instruction programs; work under general supervision of principal, immediate direction of certified teacher, and collaboration with special education support staff

QUALIFICATIONS:

Education/Certification:
Associate’s degree (or 48 college credit hours), two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)
Valid Texas Educational Aide Certificate

Special Knowledge/Skills:
- Ability to work with children with behavior disorders
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of classroom technology
- Willing to be trained in Crisis Prevention Intervention Strategies
- Fluent in English and Spanish

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Support
1. Help teacher prepare instructional materials and classroom displays
2. Help maintain a neat and orderly classroom
3. Help with inventory, care, and maintenance of equipment
4. Help teacher keep administrative records and prepare required reports
5. Provide orientation and assistance to substitute teachers
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instructional Support (continued)

6. Work with TELPAS, SELP, and Woodcock-Munoz

7. Translate in classroom for students

8. File ESL folders including testing and student work

Student Management

9. Translate English to Spanish for teachers, students, coaches, and office staff

10. Call Hispanic parents that do not speak English and set up meetings

11. Monitor during TEKS, TELPAS, LAT, as required

12. Work with individual students or small groups to develop appropriate interpersonal skills and conduct instructional exercises assigned by teacher

13. Help supervise students throughout the school day, inside and outside the classroom

14. Keep teacher informed of special needs or problems of individual students

Other

15. Participate in staff development training programs, faculty meetings, and special events as assigned

16. Comply with district policies, as well as state and federal laws and regulations

17. Adhere to the district’s safety policies and procedures

18. Maintain confidentiality in the conduct of district business

19. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

20. Demonstrate regular and prompt attendance

21. Other duties as assigned
SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________________________

Signature: __________________________ Date: ______________________________

ESTABLISHED/REVISED: May, 2017