

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TEACHER AIDE, BI-LINGUAL

QUALIFICATIONS:

- (1) High School Diploma or Equivalent
- (2) Two years of college **or** a Passing score on the ParaPro Test

KNOWLEDGE, SKILLS AND ABILITIES:

Good interpersonal skills and the ability to relate to and work with students, parents, teachers and other adults in a positive manner. Demonstrate effective oral and written communication skills. Has the ability to interpret and translate a variety of documents when working with non-English speaking individuals. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and the ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Willing to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO:

Teacher/Principal/ESOL Coordinator

JOB GOAL

To be dedicated and available to ELL's in the classroom and to see that all ESOL students and their teachers are provided with the needed help and assistance that will insure they have ample opportunity to succeed.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

NOTE: Bi-lingual Teacher Aides may be assigned to different worksites throughout the district to provide services, pending identified ESOL needs, or assigned to perform clerical duties as needed to support school programs.

- * (1) Dedicated and available to ELL's in the classroom
- * (2) Tutors ESOL students at individual school sites to foster academic understanding.
- * (3) Prepares high school students in the ESOL program to take the standardized tests necessary for graduation.
- * (4) Meets with individual teachers to insure all accommodations are considered.
- * (5) Helps develop strategies and curriculum for ESOL students.

BI-LINGUAL TEACHER AIDE (Continued)

- * (6) Observes individual students periodically to evaluate individual needs and progress.
- * (7) Administers tests and exams in students own language.
- * (8) Meets weekly with District ESOL coordinator to review and discuss student progress.
- * (9) Maintain confidentiality regarding student information.
- (10) Liason with county social worker, health department, and Pre-K coordinator as to student needs.
- (11) Contact for school based ESOL coordinators to insure correct forms are completed and students are screened for eligibility.
- (12) Responsible for translating standard letters and forms to be sent home to non-English speaking parents.
- (13) Participate in training programs and in-service.
- (14) Operate instructional equipment effectively.
- (15) Establish and maintain records and files pertinent to assigned program.
- (16) Assist in maintaining positive relationships between school and parents.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(17) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 10
Group 3 of the ESP Salary Schedule
DOE Job Code 51108**

**Board Approved 10/17/2000
Revised Board Approval ~~04/11/2017~~ 09/09/2021**