

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DISTRICT 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. This Paraprofessional must have a strong work ethic and be willing to have a flexible schedule and willing to travel between assigned schools. Excellent communication skills, time management, and the ability to maintain daily documentation of time-on-task and monitor student progress and data.

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. Working directly with ESOL paraprofessionals to ensure targeted support and practice in the domains of listening, speaking, reading, and writing. In addition, the ESOL Paraprofessional will communicate home supports to families and participate where needed in parent-teacher conferences.

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
Helps develop strategies and curriculum for ESOL students.

BI-LINGUAL TEACHER AIDE (Continued)

- (2) Observes individual students periodically to evaluate individual needs and progress.
- (3) Administers tests and exams in students own language, when needed.
- (4) Meets weekly with District ESOL coordinator to review and discuss student progress.
- (5) Maintain confidentiality regarding student information.
- (6) Responsible for translating standard letters and forms to be sent home to non-English speaking parents at the district level.
- (7) Participate in training programs and in-service.
- (8) Operate instructional equipment effectively.
- (9) Establish and maintain records and files pertinent to assigned program.
- (10) Assist in maintaining positive relationships between school and parents.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- (12) Learn about ELL students' backgrounds (first language, time in the U.S., time in the ESOL program, etc.).
- (13) Work with bilingual paraprofessionals to engage ELL students' language ability levels (based on WIDA proficiency levels and data).
- (14) Assist in monitoring ELL student progress in supplemental program and participation rates
- (15) Attend ELL parent-teacher meetings and events, when needed.
- (16) Participate in ESOL Coordinator and ESOL Bilingual Paraprofessional meetings as determined appropriate)
- (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.

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~~ 09/09/2021-10/26/2021