

**TITLE:** System-Wide Bilingual Aide

- QUALIFICATIONS:**
1. Associate's degree OR 48 hours of college credit OR passing scores (Level 3) on WorkKeys Assessments - WorkPlace Documents, Applied Math, and Business Writing
  2. Translation/Interpreting certification or passing score on LEA Foreign Language exam in a specific language based on school/system needs
  3. Such training as may be required
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal/School Administrator of assigned school

**JOB DUTIES:**

1. Assist classroom teachers with translation needs for the instruction and classroom management of English Learner students.
2. Participate in daily and long-range lesson and classroom activity planning.
3. Prepare classroom materials and develops activities under the direction of the teacher.
4. Conduct learning experiences with individual students and/or small groups of students under the supervision of the classroom teacher.
5. Assist in preparing class displays and bulletin boards.
6. Assist in caring for and securing classroom equipment and supplies.
7. Assist the teacher in duties relating to supervision of playground, cafeteria, student transportation, clean-up routines, preparation for conferences, and other similar activities.
8. Alert the teacher to special needs of individual students and assists students as needed.
9. Respect confidentiality with regard to student performance and records.
10. Perform unique functions as may be related to the instruction of students
11. Assist in daily duties of which may be car duty, extra-curricular duties whenever students are involved in school activities.
12. If properly trained may be asked to attend field trips and assist school nurses with administration of medication
13. School home base may change depending upon the needs of the system (funding, student enrollment/withdrawal, etc.) As a result, duties and responsibilities could change.
14. Must be able to physically perform the essential job functions.
15. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
16. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
17. Perform other duties as may be assigned.

