
BILINGUAL TEACHER AIDE

Job Description:

Under the teacher's or principal's supervision, to assist in the instructional process, construct and/or organize materials for classroom environment and instruction; to correct student papers and assist in the supporting activities such as library, audio-visual, clerical and pupil testing; conference with teachers and parents.

Qualifications:

1. High School graduate or approved education for each position.
2. Proficiency in the use of English/Math as demonstrated by a qualifying test. Specific skills required by the position.
3. Personal characteristics compatible to the teaching process such as enthusiasm, flexibility, compassion, timeliness and accuracy.

Typical Duties:

1. **Classroom Aide**
 - 1.1 Listen to children read, tell stories. Read to children.
 - 1.2 Assist in math and writing assignments.
 - 1.3 Continue instructional lessons on a large or small group basis as directed by the teacher.
 - 1.4 Assist in the clerical; correction of papers, preparation of lesson.
 - 1.5 Supervise the playground.
2. **In the Bilingual Lab**
 - 2.1 Assist in the identification of pupils who may need bilingual assistance.
 - 2.2 Administer proficiency tests.
 - 2.3 Conference with classroom teachers concerning lessons and pupil home work.
 - 2.4 Provide supplemental classroom activities for reading and language arts instruction.
 - 2.5 Conference with parents concerning the pupil's progress and future exit from the program.
 - 2.6 Develop an independent learning program for each child.
 - 2.7 Set a goal to have each pupil exit the program as soon as possible.
 - 2.8 Provide for follow up for one year after the pupil exits the program.
 - 2.9 Serve as a translator for parent conferences.

Immediate Supervisor: Teacher and/or Principal

Assignment: As determined by the principal to a maximum of 6 hours/day.

Salary: CSEA Salary Schedule: Range 40