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