



Job Title: Emergent Bilingual Instructional Aide
Nonexempt

Exemption Status:

Reports to: Principal

Date Revised: June 2022

Dept. /School: Department of Multilingual Programs/ Assigned Campus **Pay Grade:** PA1

Primary Purpose:

To assist teachers in the instruction of emergent bilinguals, support the implementation of EB programming and delivery, and support LPAC administrators.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Valid Texas educational aide certificate upon hire

Experience:

- Prior experience working with children, preferred

Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively

Special Knowledge/Skills:

- Strong communication skills: Must speak and write in English, Spanish,/Other languages.
- Effective customer service skills
- Strong organizational skills
- Basic computer skills
- Ability to multitask
- Computer skills, including the use of word processing, spreadsheet, and database systems

Major Responsibilities and Duties:

1. Provide instructional assistance for Emergent Bilinguals.
2. Support teachers at the outset in establishing print-rich classroom environments and in preparing instructional materials that support EB strategies.
3. Provide Spanish/ Other Language interpretation and translation support for teachers, students, parents, and guardians regarding school-related topics.
4. Support campus administration with LPAC clerical duties.
5. Input student coding into the database system.
6. Maintain confidentiality of information at all times.
7. Perform all other duties as assigned.

Supervisory Responsibilities:

None



Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including personal computers and peripherals; school bus operation; safety equipment, including fire extinguishers and radio communication equipment.

Posture: Ability to sit for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent, prolonged, and irregular hours, rotating early and late shift work; work outside and inside

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____