



**JOB DESCRIPTION**  
**Bilingual Instructional Aide - Elementary**

**JOB DESCRIPTION:**

The Bilingual Instructional Aide, under the general supervision of the Principal and the immediate direction of a certified teacher, assists the Bilingual teacher in the classroom with instruction of the Limited English Proficient (LEP) Students.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- No Child Left Behind compliance (for Title campus)
- One year clerical/secretarial experience

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Must be eligible for state certification (required if hired)

**KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to work well with children
- Ability to communicate effectively in English and Spanish
- Basic clerical skills

**DUTIES AND RESPONSIBILITIES:**

1. English proficient (LEP) students.
2. Works with small groups of students in the classroom to reinforce teacher instruction.
3. Works with Bilingual/ESL Consultant.
4. Participates in Bilingual/ESL in-services and/or meetings.
5. Works cooperatively with the teacher in preparing the classroom and instructional materials.
6. Assists the teacher in evaluating student performance and data collection.
7. Assists in managing student behavior and activity to facilitate a positive climate.
8. Facilitates the classroom routines/lessons in the temporary absence of the teacher.
9. Supervises students in a variety of settings including but not limited to cafeteria, P.E., bus area, playground, music, library, passing periods, and inclusion activities.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to read, communicate (verbal and written), reason, compile, compute, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), sit, stand, walk, climb stairs, kneel, crouch, and reach.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Copier, personal computer

**Paraprofessional Pay Grade: 3**  
**Days: 185**  
**Wage/Hour Status: Nonexempt**  
**Updated: September 26, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*