JOB DESCRIPTION

Job Title: Emergent Bilingual Instructional Aide **Exemption Status/Test:** Nonexempt

Reports to: Bilingual/ESL Director and Principal **Date Revised:** October 2024

Dept./School: Curriculum & Instruction and Assigned Campus

This position is funded by ESSA, Title III, Part A grant funds. The Title III, Part A program aims to ensure that Emergent Bilingual (EB) learners and immigrant students attain English proficiency and develop high levels of academic achievement in English, supporting all EB learners in meeting the same challenging State academic standards that all children are expected to meet. Funding for this position is contingent upon the Title III, Part A Program and its coordination to the district and campus needs based on the comprehensive needs assessment and availability of supplemental funds.

Primary Purpose:

Assist EB programs in preparation, conducting, and management, and implementation of classroom lessons, activities, and administrative requirements. This position is designed to provide supplemental ESL (English as a Second Language) sheltered instructional support and guidance to help ensure EB learners increase and attain English proficiency at high levels in core academic subjects, meet state mandated achievements performance standards. Concurrently, collaborative guidance and support will also be provided to Newcomer EB learners to transition into our general setting and programs through specific resources and courses.

Qualifications:

Education/Certification:
High school diploma or GED
Bilingual (English/Spanish) preferred

Special Knowledge/Skills:
Ability to assist in instructing reading, writing, listening, and speaking
Ability to work well with children
Knowledge of ESL/Bilingual guidelines (additional training provided)
Ability to communicate effectively
Ability to maintain emotional control under stress or deadlines
Maintain Student Confidentiality

Experience:
Experience working with students preferred
Experience working with ESL/Bilingual programs preferred

Major Responsibilities and Duties:

Instructional Support

1. Stay informed about incoming students to attend the Newcomer Academy.
2. Ensure a smooth onboarding process for newcomer EB students.
3. Provide linguistic support to Emergent Bilingual (EB) students in our Welcome Center for newcomers and in our general education classrooms.
4. Collaborate with district staff and outside personnel to provide educational and social opportunities for EB students.
5. Contribute to the development of our EB program and goals.
6. Provide instruction to students under the direction of supervisor or designee; work with individual EB students or small groups.
7. Assist supervisor or designee in preparing EB instructional materials and classroom displays.
8. Assist with administration and scoring of EB objective testing instruments or work assignments.
9. Assist in providing information as a family liaison to EB students about campus, district, and community resources.
10. Help supervisor or designee keep administrative EB records and prepare required reports.
11. Provide translation support as needed to parents, teachers and students.
12. Assist supervisor or designee in preparing instructional materials and classroom displays.
13. Help with inventory, care, and maintenance of equipment.
14. Serve as a liaison support with families of EB students.

Student Management

15. Help maintain organized and orderly classrooms.
16. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
17. Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
18. Help supervise students throughout school day, inside and outside classroom.

Other

19. Actively participate in EB staff development programs to improve skills performance.

20. Actively participate in general staff development trainings to improve job performance.

21. Actively participate in staff/faculty meetings and special events as assigned.

22. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

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

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

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

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

Received by _____ Date _____