

Escambia County School District
Job Description

Classification Title: Teacher Assistant - Bilingual
Pay Grade: 11

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, provides language translation assistance to students, parents and other entities engaged in provision of education to non-English speaking students. Under the District's English for Speakers of Other Languages (ESOL) initiatives, employees in this classification ensure understanding and comprehension of all lesson materials for students and associated documentation for parents. Position performs all other duties applicable to the Teacher Assistant classification in supporting the assigned classroom curriculum. Work is performed under the direction of a certified teacher or other school official. Performs other related works as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ESSENTIAL JOB FUNCTIONS:

- Provides instruction to students in their native language as prescribed by the supervising teacher and reinforces skills introduced by the teacher.
- Provides translation of take home materials and documentation for parents under the District's ESOL initiatives; ensures understanding and comprehension of all lesson materials and associated documentation accordingly.
- Assists students as they arrive on buses taking them to and from learning areas and supervising learning and/or recreational activities.
- Reinforces rules of the school and learning environment; acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding.
- Escorts, supervises, and/or provides assistance to students during breakfast, lunch, restroom visits, and other activities.
- Assists in the preparation of lesson plans and teacher's pre-planning sessions.
- Prepares or assists in the preparation of instructional and vocational materials.
- Assists the teacher in performing duties such as designing and setting up bulletin boards, classroom decorations, displays of student activities, etc., within the learning environment.
- Performs a variety of clerical tasks such as typing, copying, stapling, filing, locating and assembling materials, laminating, etc.
- Coordinates with media center staff for learning activities and sets up equipment in the learning environment.
- Maintains accurate and complete records of student activities and behavior which may require the use of a computer terminal to enter student information and data; completes applicable forms, schedules, and instructional reports, as directed.
- May assist and instruct students in various labs.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma, GED or equivalent. Must be fluent in at least one foreign language. One year of experience working with children in a formal institution. Must meet state and local requirements for employment. Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

Methods and techniques employed with translation of English to speakers of other languages. Use of standard office machines and classroom equipment. Basic remedial teaching methods and techniques. Classroom methods and procedures. Techniques for dealing with aggressive students. Child growth and development and developmentally appropriate practices. Basic behavior management principles. Basic CPR methods and standard first aid. Universal health precautions. Record keeping principles and practices. The use of specified computer applications involving word processing, data entry, and standard report generation. Techniques for securing cooperation of students and arousing interest in learning activities.

SKILL IN:

Translating English discussion, materials and associated documentation to non-English speakers in their native language. Using routine word processing software and familiarity with basic computer operations. Assisting students in remediation studies. Obtaining effective requisite skills from students. Motivating students' interest in learning activities. Encouraging students to acquire requisite skills. Using initiative and judgement during both indoor and outdoor activities to ensure the safety of the students. Recognizing symptoms of abuse and documenting and reporting observations. Establishing and maintaining effective working relationships.

MENTAL AND PHYSICAL ABILITIES TO:

Interpret a variety of instructions in written, oral, or schedule form in English and in the language of translation. Apply appropriate instructional assistance to children and manage children's behavior. While performing the essential functions of this job the employee is regularly required to work in a typical classroom setting, use standard office and classroom materials, stand and walk, use hands to finger, handle, or feel, lift with hands and arms, stoop, kneel, or crouch, change positions often from standing to sitting on floor or ground, move quickly to participate in recreational activities or intervene in safety-related situations, lift and/or move up to 50 pounds, read printed materials and a computer screen, and communicate in person or over the telephone.

WORKING CONDITIONS:

While performing the essential functions of this job the employee may occasionally be exposed to a variety of communicable diseases and parasites such as scabies, head lice, ringworms, pin worms, shigellosis, influenza, etc. The incumbent's working conditions are typically moderately quiet, but may frequently be loud.

MATERIALS AND EQUIPMENT USED:

Computer and Peripheral Equipment. Standard Office Equipment. Standard Classroom Materials and Supplies