



Job Title: **Teacher Assistant – Bilingual**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide language translation assistance to students, parents, and other entities engaged in provision of education to non-English speaking students.

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.
- Places phone calls to parents as needed.
- 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, bus duty, and other activities.
- Assists in the preparation of lesson plans and teacher's preplanning 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 other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or equivalent.
- Must be fluent in at least one foreign language.
- One (1) 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

- Requires the ability to display knowledge of methods and techniques employed with translation of English to speakers of other languages.
- Requires the ability to display knowledge of the use of standard office machines, computers, and classroom equipment and materials.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and standard report generation.
- Requires the ability to display knowledge of basic remedial teaching methods and techniques.
- Requires the ability to display knowledge of classroom methods and procedures.
- Requires the ability to display knowledge of techniques for dealing with aggressive students.
- Requires the ability to display knowledge of child growth and development and developmentally appropriate practices.
- Requires the ability to display knowledge of basic behavior management principles.
- Requires the ability to display knowledge of basic CPR methods and standard first aid.
- Requires the ability to display knowledge of universal health precautions.
- Requires the ability to display knowledge of recordkeeping practices and principles.
- Requires the ability to display knowledge of techniques for securing cooperation of students and arousing interest in learning activities.
- Requires the ability to translate English discussion, materials, and associated documentation to non-English speakers in their native language.
- Requires the ability to use routine word processing software and familiarity with computer operations.
- Requires the ability to display knowledge of assist students in remediation studies.
- Requires the ability to display knowledge of obtain effective requisite skills from students
- Requires the ability to motivate student's interest in learning activities.
- Requires the ability to display knowledge of encourage students to acquire requisite skills.
- Requires the ability to display knowledge of use initiative and judgement during both indoor and outdoor activities to ensure the safety of the students.
- Requires the ability to display knowledge of recognize symptoms of abuse and documenting and reporting observations.
- Requires the ability to display knowledge of establish and maintain effective working relationships.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: crawling, grasping, handling, hearing, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: