

PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions

JOB TITLE: Assistant
Bilingual / ESOL

WAGE/HOUR STATUS: Nonexempt

REPORTS TO: Principal and
Teacher assigned

DEPT./SCHOOL: Assigned Campus

DATE REVISED: 06/27/01

PRIMARY PURPOSE:

Assist the bilingual or ESOL teacher in the preparation and management of classroom activities and administration requirements. Work under the supervision of a certified teacher.

QUALIFICATIONS:

Education/Certification:

High school diploma or equivalent
Certified by the Texas Education Agency in the area assigned

Special Knowledge/Skills:

Capability to read and speak Spanish (or any other language if in a bilingual assignment) and assist the teacher in all areas of translating
Ability to work well with students
Knowledge of general office equipment
Willingness to execute written employment contract with Plano ISD

Experience:

Experience working with students preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Elementary: