

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assistant Bilingual	Wage/Hour Status:	Nonexempt
Reports To:	Principal and Teacher assigned	Date Revised:	4/18/17
Dept./School:	Assigned Campus		

Primary Purpose:

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

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Valid Texas educational aide certificate

Special Knowledge/Skills:

- Ability to read and speak Spanish (or any other language if in a bilingual assignment)
- Assist the teacher in all areas of translating
- Knowledge of general office equipment

Experience:

- Some experience working with students

Major Responsibilities and Duties:

- Assist the Bilingual teacher or ESL Department as requested
- Provide one-on-one assistance in monitoring the class and assisting the teacher during class
- Document and assist the teacher/team leader with the various forms used to document information for bilingual students or ESOL students
- Help with filing, copying, typing, correcting papers, accompanying student to school nurse, etc.
- Assist with in the area of placement testing for oral language proficiency and book placement testing
- Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors
- Follow attendance policy as assigned by supervisor
- Perform other duties that may be assigned by the Administration and/or supervisor

Job Title: Assistant Bilingual

Equipment Used:

Copier, typewriter and audiovisual equipment

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; climbing, stretching, frequent light lifting of books, boxes; occasional lifting of up to 50 pounds; frequent use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 04-18-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____