

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Assistant ECSE Bilingual	Wage/Hour Status:	Non-Exempt
Reports To:	Campus Principal	Pay Range:	723
Dept./School:	Campus	Date Revised:	04/24/2020

Primary Purpose:

Responsible for assisting the ECSE Bilingual Teacher in planning and implementing the learning activities in the classroom.

Qualifications:

Education/Certification:

High school diploma or equivalent (required)

Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to read and speak Spanish or other language required for Bilingual assignment

Ability to assist the teacher in all areas of translating

Proficient skills in typing and file maintenance

Effective communication and interpersonal skills

Experience:

Experience working with children

Major Responsibilities and Duties:

Assist the ECSE Bilingual Teacher or ESL Department as requested in:

Planning the learning experiences of the identified children

Assessing and evaluating student learning through developmentally appropriate practices; anecdotal record entries/IEP records and portfolio samples

Providing a learning environment that is developmentally appropriate

Involving parents as volunteers and as partners in the teaching process

Maintaining updated files for each child

Maintaining discipline and management of the classroom

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Serving on Self-Assessment and Advisory Committees when appropriate

Document and assist the teacher/team leader with the various forms used to document information for bilingual students or ESOL students

Assist with special education housekeeping chores

Assist children in performing self-care tasks and in daily living skills

Participate in ARD meetings and home visits as needed for specific students

Assist with application and registration

Participate in daily planning sessions with the ECSE Bilingual Teacher

Assist with evening parent training meetings

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Equipment Used:

Computer, copier, laminator and fax

Working Conditions:

Mental Demands:

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

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing and pulling; frequent use of computer and repetitive hand motions; lifting of up to 50 pounds may be required

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:** 04/24/2020

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:** _____