

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Assistant ESL <ul style="list-style-type: none">• Elementary• Secondary	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 ESOL 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)

Ability to 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 ESOL Department as requested

Provide one-on-one assistance in monitoring the 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

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Perform other duties that may be assigned by the Administration and/or supervisor

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: _____