Print Name:_____________________________ Date:______________________________

Job Title: Aide,Bilingual  Status: Non-exempt

Reports to: Principal/Teacher(s)

Terms: 187 days

Department: Assigned Campus

**Primary Purpose:**
Assist the teacher(s) in the preparation and management of classroom activities and administrative requirements. Work under the supervision of a certified bilingual teacher(s).

**Qualifications:**
Education:
High school diploma or GED
Valid Texas Educational Aide Certificate

Special Knowledge/Skills: Bilingual
Knowledge of general office equipment
Light clerical skills
Ability to work well with school-aged children
Ability to read and write in Spanish

Experience:
Some experience working with school-aged children

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Uphold and enforce school rules, administrative regulations, and state and local board policy.
2. Assist the teacher(s) in preparing and translating instructional materials.
3. Work with individual students or small groups to complete instructional exercises assigned by the teacher(s).
4. Assist with the administration and scoring of objective testing instruments or work assignments.
5. Assist in supervising students throughout the school day, both inside and outside the classroom.
6. Keep the teacher(s) informed of any special needs or problems of individual students.
7. Assist in maintaining a neat and orderly classroom.
8. Assist in inventory, care, and maintenance of equipment.
9. Assist the teacher(s) in keeping administrative records and preparing required reports.
10. Participate in staff development training programs, faculty meetings, and special events, as needed.
11. Perform other duties as may be assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, copier, fax machine, and calculator.

Working conditions:

Mental Demands/Physical Demands/Environmental Factors:
Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee signature:_________________________ Date:________________________

Supervisor Signature:_________________________ Date:________________________