



Longview Independent School District

JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT – ESL/ BILINGUAL

JOB TITLE:	Instructional Assistant - ESL/ Bilingual	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Principal and Teacher(s)	TERMS:	187 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	Clerical/Par 2

PRIMARY PURPOSE:

Help teacher provide for physical and instructional needs of students with behavior disorder in an ESL unit; assist in implementation of classroom programs, including self-help, behavior management, and instruction programs; work under general supervision of principal, immediate direction of certified teacher, and collaboration with special education support staff

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Valid Texas educational aide certificate

Special Knowledge/Skills:

- Ability to work with children with behavior disorders
- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Knowledge of classroom technology
- Willing to be trained in Crisis Prevention Intervention Strategies

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Support

1. Help teacher prepare instructional materials and classroom displays
2. Help maintain a neat and orderly classroom
3. Help with inventory, care, and maintenance of equipment
4. Help teacher keep administrative records and prepare required reports
5. Provide orientation and assistance to substitute teachers



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Instructional Support (continued)

6. Work with TELPAS, SELP, and Woodcock-Munoz
7. Translate in classroom for students
8. File ESL folders including testing and student work

Student Management

9. Translate English to Spanish for teachers, students, coaches, and office staff
10. Call Hispanic parents that do not speak English and set up meetings
11. Monitor during TEKS, TELPAS, LAT, as required
12. Work with individual students or small groups to develop appropriate interpersonal skills and conduct instructional exercises assigned by teacher
13. Help supervise students throughout the school day, inside and outside the classroom
14. Keep teacher informed of special needs or problems of individual students

Other

15. Participate in staff development training programs, faculty meetings, and special events as assigned
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
20. Demonstrate regular and prompt attendance
21. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2013