

# Farmersville Unified School District

## JOB DESCRIPTION

## JOB TITLE: BILINGUAL INSTRUCTIONAL AIDE

### **Brief Description of the Position:**

Under the direct supervision of the classroom teacher and principal, aide provides supplementary instructional tutoring services to targeted limited English speaking children, interacting with students and teachers.

### **Major Duties and Responsibilities:**

- Present instructional material to an individual student or group to assist with academic learning and well being.
- Assist in supervision of play and lunch activities; bus loading/unloading.
- Provide remedial/enrichment activities in the classroom with the support of classroom teacher.
- Attend and participate in workshops, staff meetings, in-service meetings, as required.
- Act as bilingual translator or interpreter.
- Make reports as needed.
- Operate equipment, specific to the area of assignment.
- Prepare classroom displays.
- Interact with teachers, staff, parents, and supervisor to attain the educational objectives of students.
- Assist teachers cooperatively and creatively within the total instructional environment.
- Observe and correct unsafe working conditions.
- Assist in maintaining classroom discipline.
- File and retrieve quickly and accurately reports, records, correspondence.
- Provide clerical assistance to classroom teacher including preparation of instructional materials and posting of records.
- Perform other related duties as assigned.

### **Qualifications/Requirements:**

#### *Knowledge of:*

Proper English grammar, punctuation and sentence structure.

#### *Education:*

Must have a high school diploma or its equivalent. Must also meet one of the following criteria:

- completed at least two years of study (48 units) at an institution of higher education; or
- obtained an associate's (or higher) degree

#### *Skills to:*

- Reading sufficient to read notes, memos, and student reports of a moderately complex nature.
- Filing of sufficient to alphabetically file and retrieve letters and reports
- Oral communication to effectively convey information
- Math skill to add, subtract, multiply and divide
- Writing skills to effectively write messages and notes
- Interpersonal skills to effectively interact with students, public, teachers, and staff.
- Proofread typed material
- Organization skills to determine steps in a process and structure time effectively.
- Receive and implement job duties based on brief and concise oral directions.
- Use of such equipment as copy machine, phonograph, tape recorder, typewriter.
- Recordkeeping skills to assist in the maintenance of student files.
- Work effectively in direct work with individual students and groups.
- Successful passing of proficiency test.
- Translate in Spanish and English.

#### *Ability to:*

- Follow oral/written instructions.
- Positively interact with students, parents, teachers, and staff.
- Work effectively with students enrolled in the program.

**Physical:**

Ability to stand and walk for long periods of time; ability to sit, bend, kneel, perform grasping and handling motions and torso rotations on a continuous basis, lift and carry 40 lbs., ability to reach in all directions; adequate sight or corrected vision to read printed directions or instructions; hear and speak to communicate with co-workers, students and the public; have dexterity of the hands and fingers to operate office equipment; ability to work in rush conditions.

**Other Requirements:**

Applicants selected for employment will be required to pass a district proficiency test, submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License (use of private vehicle may be required).

Approved by Board: June 16, 1994  
Revised: February 22, 2006  
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