

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION



Bilingual Instructional Aide

QUALIFICATIONS:

1. High School Diploma
2. Completed two years of study (60 semester hours) at an institution of higher education; or
3. Obtained an associate's (or higher) degree; or
4. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics.
5. Fluent/literate in English, Spanish, or other required languages.

REPORTS TO:

Principal

SUPERVISES:

None

POSITION GOALS

Directly assists English Language Learners (ELLs), parents and school personnel by providing heritage language assistance services upon registration, parent/teacher conferences and home/school communications. Directly assists ELLs with understanding basic subject area instruction. Also provides translation services during in-service training to parents on ways to assist their children in English language acquisition.

PERFORMANCE RESPONSIBILITIES:

1. Provides direct assistance to ELLs in understanding basic content area instruction
2. Assists guidance personnel throughout the district with the registration process of English Language Learners (ELLs) by communicating with the parents in the home language.
3. Participates in in-service training programs, including the completion of required ESOL training within the timelines for completion.
4. Assists in administering, translating, scoring and recording of assessment instruments.
5. Communicates effectively with the classroom teacher(s) and assists the classroom teacher(s) in communicating with the parents in both oral and written communication in the parents' home language on a planned continuous basis.
6. Continues to work to improve knowledge and competence in relationship to the position.
7. Maintains the same high level of ethical behavior and confidentiality of information pertaining to students as instructional personnel
8. Meets with the WCSD Parent Leadership Council during regularly scheduled meetings to provide translation services
9. Performs other duties as may be assigned by the Principal

TERMS OF EMPLOYMENT:

Nine month position paid from Instructional Aide salary schedule

EVALUATION:

Performance of this position will be evaluated annually by the Principal in accordance with the Board policy for evaluation of non-instructional personnel.