

POSITION DESCRIPTION

TITLE:	Bilingual Education Assistant	SUPERVISOR:	Building Principal
DEPARTMENT:	PreK-12 Schools	CLASSIFICATION:	Classified

I. Accountability Objectives:

Serves as liaison between home and school. Provides bilingual assistance in the instruction and assessment of limited English proficient students.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 184 Work Days + 3 Holidays

III. Position Relationships:

Reports to: Building Principal
Coordinates with: Building staff and District ELL personnel
Type of Coordination: As directed by administrator or others with coordination responsibilities

IV. Position Qualifications:

- A. Required Qualifications:
Graduation from high school or equivalent; fluent in speaking, reading and writing of both English and the targeted second language.
- B. Desired Qualifications:
Knowledgeable about the linguistic and cultural differences which may affect limited English proficient students and their parents. Be able to work cooperatively and effectively with administrators, teachers, support staff, parents and students.
- C. Special Requirements:
Demonstrate empathy for children; maintain confidentiality; speaks, reads, and interprets the English language and school curriculum for those who have English language deficiencies.

V. Position Responsibilities:

- A. Provides support to LEP students in English and/or their home language.
- B. Helps promote effective communication and understanding between the school and the students' homes, including home visits.
- C. Serves as interpreter, translator and resource person for school staff.
- D. Introduces and interprets concepts and vocabulary in content areas so that students can understand and work independently.
- E. Helps develop materials, such as study guides or learning aids, under the direction of the ELL classroom teacher
- F. Participates in scheduled team, building and district meetings.

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- G. Establishes a work schedule under the direction of administration and assigned ELL teacher.
- H. Assists ELL staff with maintaining the classroom environment.
- I. Collaborates with ELL/classroom teachers on curriculum and instruction matters.
- J. When appropriate, accompanies classes on field trips.
- K. Assists with the supervision of students during non-instructional times, e.g. recess, lunch, before school, after school.
- L. Performs other duties as assigned

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New: 08/16/2002
Revised: 04/07/2011
Location: R:\Position Descriptions\Classified\Bilingual Education Assistant.doc