

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

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JOB TITLE: INSTRUCTIONAL AIDE BILINGUAL/ESL

REPORTS TO: Principal and assigned teacher(s)

SUPERVISES: Students, under the authority of the teacher

NATURE AND SCOPE OF JOB:

Assists teachers, students, and parents with translating between the native language and English. Serves as a liaison between the native language community and the school in helping each to understand the needs of students and the services of the school. Performs Teacher Aide tasks as assigned by the teacher and approved by the Principal.

QUALIFICATIONS:

The Instructional Aide Bilingual/ESL shall:

1. Meet the requirements for a paraprofessional established by the Board of Education and approved by the County Superintendent of Schools (N.J.A.C. 6:11-4.6).
2. Have earned at least a high school diploma or equivalent.
3. Demonstrate the ability to communicate effectively in English and in the selected native language, both orally and in writing, using proper grammar and vocabulary.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Show evidence of successful experience in working with students.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to perform simple clerical tasks.
9. Demonstrate simple computer literacy, including keyboarding skills.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn

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statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Instructional Aide Bilingual/ESL shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

Under the direct supervision of the teacher, the Instructional Aide Bilingual/ESL shall perform all job functions and assume all responsibilities outlined in the Teacher Aide Job Description when assigned by the teacher and approved by the principal. The Instructional Aide Bilingual/ESL is an integral part of the total school program and has specific responsibilities in providing services to students and parents who are not proficient in English, and shall:

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1. Translate orally between the native language and English for students, parents, and school staff.
2. Translate written materials between the native language and English, including correspondence, forms, applications, notices, instructional materials, and other written materials of the school.
3. Assist teachers in the planning, organizing and implementing of instruction for students in the Bilingual and English as a Second Language Programs. Instruction is to be centered on the mastery of the Core Curriculum Content Standards, the mastery of written and oral English, the mastery of the written and oral native language, and an understanding of both American and the native language history, cultures, and traditions. Serve as a tutor for students when requested by the teacher.
4. Serve as a liaison between parents, students, and the school, explaining school policies, procedures, services, programs, and the goals of the instructional program. Visit homes when requested to assist with the student's transition between home and school.
5. Assist the Guidance Department and other services with the placement and scheduling of limited English proficient students.
6. Assist the school staff with understanding of the culture and traditions of the native language, particularly when differences may enhance or diminish student learning.
7. Communicate to the teacher any unusual situations or needs of students. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
8. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
9. Participate in appropriate in-service and workshop programs and attend any required meetings.
10. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
11. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
12. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
13. Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Principal or designee shall evaluate the Instructional Aide Bilingual/ESL in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Approved

Date