



EDUCATION . . .  
*Road To Success*

**HANCOCK PLACE  
SCHOOL DISTRICT**

**SECTION: 500 Support Staff Positions**  
**TITLE: 006-01 Teacher Aide (Bilingual)**

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<b>TITLE:</b>	Teacher Aide (Bilingual)
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* High school diploma or equivalent.</li><li>* Minimum of 60 college hours.</li><li>* Fluent in English and/or other language prevalent in the school district.</li><li>* Certificate of Interpreter Training.</li><li>* Previous experience in school district is preferred.</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	ESOL Program Coordinator, Classroom Teacher, Building Principal, Assistant Principal, Assistant Superintendent, and Superintendent
<b>TERM OF POSITION:</b>	10-Months <ul style="list-style-type: none"><li>* The Bilingual Teacher Aide will serve the total number of student attendance days in the approved School Calendar (typically between 175 and 180 total days).</li><li>* The Bilingual Teacher Aide will serve a total of 7-1/2 hours per work day.</li></ul>
<b>SALARY:</b>	Negotiable
<b>VACATION:</b>	None
<b>JOB GOAL:</b>	The goal of the Bilingual Teacher Aide is to facilitate the communication and understanding between the school district and the language minority students and families in order to provide smooth, prompt, and efficient education of language minority students.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* Works under the direct supervision of the ESOL Program Coordinator in collaboration with school administrators, teachers, and support staff.</li><li>* Works under the supervision of the classroom teachers to assist language minor students with classroom activities as required.</li><li>* Assists the ESOL Program Coordinator, administrators, teachers, and support staff in implementing all policies and/or rules governing student life, behavior, and conduct.</li><li>* Serves as the liaison between language minority parents and school officials.</li><li>* Serves as a resource for the district's staff on students' home culture.</li><li>* Serves as an advocate for language minority parents and students.</li><li>* Serves as the district's interpreter during conferences and meetings.</li><li>* Translates necessary school documents into students' home language.</li><li>* Establish and maintain appropriate and cooperative working relationships with the ESOL Program Coordinator, classroom Teacher, the building administrators, staff members, students, parents, and patrons.</li><li>* Assists the ESOL Program Coordinator and Teacher with record-keeping duties.</li><li>* Prepare and submit all reports as requested by the ESOL Program Coordinator, classroom Teacher, the building administrators, and/or Central Office administrators.</li></ul>



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\* Maintains confidentiality of all school-related matters.

\* Perform all other duties as dictated by law and/or assigned by the ESOL Program Coordinator, classroom Teacher, Building Principal, Assistant Principal, Superintendent, or Assistant

Hancock Place School District  
Date Approved: March 8, 2006