

# **Posting**

## **Delavan-Darien School District Educational Support Personnel Position**

**Posting Date:** February 1, 2021

**Job Title:** Bilingual Aide

**Location:** Turtle Creek Elementary

**Number of Hours per Day:** 5 hours per day; 25 hours per week (School Year)

**Starting Date:** February 2021

**Completed Application Materials due by:** Until filled

The purpose of this position is to support English language learners (ELL) by providing academic, linguistic, and cultural support in the classroom; by facilitating communication between home and school, including translation and interpretation; and by building relationships with ELLs and their families.

Candidate should be a high school graduate, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must be bilingual in English and another language, preferably Spanish and possess extensive knowledge about the Hispanic community. Highly qualified bilingual Educational Assistants require a two-year completion of study at an accredited institution of higher education (48 credits), an associate's degree, or to pass a formal assessment of skill level.

Job description attached.

**Completed application materials being collecting by the Delavan-Darien School District must include the following:**

1. Letter of Interest
2. Resume, credentials, or supporting information
3. General Application Form

**Submit your application materials using the WECAN system at the following web address:  
<http://services.education.wisc.edu/wecan>. (Review of materials and/or interviews may begin upon receipt of COMPLETE application packets.)**

*The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex, or handicap.*

## JOB DESCRIPTION

<b>Position Title:</b>	Bilingual Aide	<b>Department:</b>	Administrative Services
<b>Classification:</b>	Support Staff	<b>FLSA:</b>	Non-exempt
<b>Reports To:</b>	Principal	<b>Adopted:</b>	August 2020

### **Purpose of Classification**

The purpose of this position is to support English language learners (ELL) by providing academic, linguistic, and cultural support in the classroom; by facilitating communication between home and school, including translation and interpretation; and by building relationships with ELLs and their families.

### **Essential Duties and Responsibilities**

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **Instructional Programming (Curriculum, Instruction, & Assessment)**

- Help new ELLs transition into student life with social, emotional, and academic support.
- Provide appropriate support for ELLs in core instruction in an inclusive environment.
- Review and preview academic and content vocabulary terms with individuals or small groups of students to access curriculum.
- Review and preview reading strategies and academic content with individuals or small groups of students to access curriculum.
- Provide appropriate support (interventions) to students with English Proficiency Levels (ELP) 1 & 2 within or outside of the classroom as needed. This support should not replace core instruction and should be short-term.
- Provide appropriate scaffolding, accommodations, and/or modifications to classroom assignments and assessment with individuals or small groups of students.
- Provide appropriate accommodations and/or modifications to mandatory testing.
- Helps to maintain a safe environment by following safety protocols and supervising students in a variety of school environments.

#### **Communication and Collaboration with Students, Staff, and Parents**

- Welcome families into the school district and assist them to ensure all necessary paperwork is completed accurately.
- Share with parents the services offered by the District.
- Communicate with relevant staff to provide feedback regarding student performance.
- Provide written translation of school-specific documents at the request of the principal.
- Facilitate communication before, during, and after Individual Educational Plan (IEP) meetings, including translation of documents when needed.
- Communicate and share culturally relevant materials, resources, and strategies with appropriate staff.
- Participate as an active team member in the discussion of academic, transition, graduation, college, and career, if necessary.
- Provide oral interpretation for phone conversations, meetings, and other school events as needed.
- Assist with school, family, and community communication issues when they arise.
- Serves as a role model by demonstrating a positive attitude, timeliness, commitment to quality and strong work habits, and support for building/district programs.
- Works positively and collaboratively with all staff, students, parents/guardians and community members to meet the needs of students.
- Contributes to the development and maintenance of positive public relations between DDSD and the community.
- Communicates effectively and respectfully with students, using language and tone appropriate to the student and situation.
- Maintain confidentiality of student and staff information, including written records.

## **Cultural Liaison**

- Assist the family and the student in navigating the norms and practices of the school system.
- Advocate for culturally relevant practices in student programming and communication.
- Attend parent-teacher conferences and serve as interpreter and/or translator when needed.
- Connect families with community resources, including health clinics, dental and eye care, tutoring, housing, employment, etc.
- Meet with families in their home or in the community with district staff as needed.
- Assist the principal with family events.

## **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Highly qualified bilingual Educational Assistants require a two-year completion of study at an accredited institution of higher education (48 credits), an associate's degree, or to pass a formal assessment of skill level.

## **Education and/or Experience**

High School graduate, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must be bilingual in English and another language, preferably Spanish and possess extensive knowledge about the Hispanic community.

**Strong written and oral communications in both languages** required along with knowledge of classroom management skills.

## **Licenses, Certifications**

- Must have valid driver's license

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Communication and Language Skills (English and Other Language)**

- Ability to read, interpret and/or prepare a variety of documents, including attendance reports, enrollment reports, disciplinary reports, tests, and instructional materials, confidential files, health cards, reimbursable absence forms, computer manuals, student/parent handbook, purchase orders, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures and follow instructions.
- Ability to effectively present information and respond to questions from diverse groups of administrators, staff, parents and the public.
- Ability to communicate clearly and effectively, both orally and in writing with teachers, students, principals, vendor representatives, delivery personnel, service/repair personnel, parents and community members.
- Ability to use technology to accomplish job responsibilities that may include basic knowledge of e-mail, word processing, and spreadsheet software.

### **Mathematical Skills**

- Ability to add, subtract, multiply, divide, and to calculate decimals and percents.

### **Analytical and Reasoning Ability**

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, all day. The employee may lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations, noise and blood borne pathogens that may cause discomfort and poses a limited risk of injury.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Delavan-Darien School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.