

Tri-County Area School District
Plainfield WI

Job Description

JD SS 412
Updated: July 2009

Position Title: **Educational Assistant (Bilingual/Migrant Aide)**

Qualifications:

- High School Diploma, education beyond high school preferred but not required.
- Experience with working with children in small group or large group settings preferred.
- Ability to speak and understand Spanish and English
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

Immediate Supervisor: Building Principal or designee

Position Function:

Assist teachers, administration, and parents of migrant children achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole and to assist in providing a well-organized, smoothly functioning class environment in which migrant students can take full advantage of the instructional program and available resource materials.

Specific Responsibilities:

- Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
- Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material of skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Helps students master equipment or instructional materials assigned by the teacher.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.

- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Assists with such large group activities as drill work, reading aloud, and story telling.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Assists students in the library or media center.
- Checks notebooks, corrects papers, and supervises testing and make up work, as assigned by the teacher.
- Checks and records student attendance.
- Collects and records collection of money.
- Help students with their clothing.
- Assists with lunch, snack and cleanup routines.
- Assists with wash-up and toilet routines.
- Alerts the regular teacher to any problem or special information about an individual student.
- Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in inservice training programs, as assigned.
- Other such duties as may be assigned.
- Serves as media center aide as needed and qualified.
- Accompanies migrant director, teacher, or other school personnel on home visits to homes of migrant children.
- Translates conversation, correspondence, directions, written instruction, and the like into English or Spanish as needed and directed.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal.