

JOB TITLE
BILINGUAL ASSOCIATE
INSTRUCTOR I¹

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
PRINCIPAL

SALARY SCHEDULE & GRADE
IA, GRADE 6

LENGTH OF WORK YEAR
187 DAYS

DATE
SEPTEMBER 8, 2008

SCOPE OF RESPONSIBILITIES

Assists teachers in fulfilling the goals of the second language program by providing the appropriate language instruction to the students assigned to such classes. Assists in the implementation of education programs by providing comprehensive assessments, evaluations, and instruction.

PERFORMANCE RESPONSIBILITIES

1. Provides appropriate language instruction to students under the supervision of the certified classroom teacher.
2. Assists teachers, parents and local school personnel in fulfilling instructional goals of the second language program.
3. Assists teachers in communications with parents of students assigned to the second language classes.
4. Assists teachers in maintaining and reporting student progress.
5. Provides instruction, counseling, appropriate learning material and experiences for the participants and provides continuous evaluation of students' progress and achievement.
6. Plans and implements parent and child interactions and activities.
7. Maintains accurate records on the program and provides data to appropriate personnel.
8. Plans regularly with staff and participates in appropriate school meetings and activities.
9. Complies with policies, rules and regulations of the School District and of any state and/or federal regulatory agency where appropriate.
10. Performs other duties as assigned by the Principal.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Passing score on the Kentucky Paraeducator Assessment or 48 college hours
3. Demonstrated proficiency in two (2) languages, English and the appropriate language
4. Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
5. Knowledge of or receptive to philosophy, policy and methodology of the U.S. educational system

DESIRABLE QUALIFICATIONS

1. Associate Degree
2. Experience in teaching multi-age group

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¹ This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.