



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Classroom Assistant, K-12/Bilingual
JOB CODE: New
CLASSIFICATION: Non-Exempt
PAY GRADE: 11
BARGAINING UNIT: BTU-ESP
REPORTS TO: School Principal, Director or designee
CONTRACT YEAR: 10 months

POSITION GOAL:

To provide bilingual instructional assistance in the classroom by assisting with a variety of activities including the preparation of instructional materials, providing supplemental instructional support, performing various clerical duties, and assisting and supervising the actions of students to enrich the delivery of education to students. The assignments will be consistent with the state statutes, regulations and good educational practices and programs of The School Board of Broward County, Florida.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Classroom Assistant, K-12/Bilingual shall carry out the performance responsibilities listed below:

- Provide academic assistance and support for individual and/or small groups of students in the home-language, as directed by and, under the supervision of the teacher.
- Confer, as needed, with teachers concerning programs and materials to meet student needs.
- Assist the teacher with evaluating student progress on a regular basis and providing feedback to students and parents in a mode of communication understandable to the parents.
- Assist with English Language Learners (ELL) folders/record keeping of placement of files, achievement data, etc.
- Assist with the administration of English for Speakers of Other Languages (ESOL) eligibility testing and/or appropriate assessments designed to measure and observe student progress.
- Provide translation for non-English speaking parents such as phone calls, notes, and letters between home and school.
- Assist and serve as a member of the school's ELL committee.
- Act as interpreter/translator with meetings and ESOL Parent Advisory Council.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- Bilingual skills, including the ability to speak, read, and write English and the language representative of the targeted English Language Learners (ELL) population.
- Sensitive to other cultures.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned associate's degree from an accredited institution, OR at least 60 semester hours of earned college credit from an accredited institution.
- Prior experience working with children.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

On a daily basis works with assigned classroom teacher and classroom students to enhance the instructional process by providing assistance, care and supervision to students. Frequently interacts with other personnel within assigned school in performing daily work routine. May periodically communicate with parents under the direction of assigned classroom teacher or administrator.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment, shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

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