

## **Birmingham Community Charter High School Bilingual Teaching Assistant**

**Title:** Bilingual Teaching Assistant  
**FLSA Status:** Non-Exempt  
**Reports to:** Administrative Director and Certificated Personnel  
**Supervises:** N/A

### **DEFINITION:**

Under general supervision, provides instruction to individual or small groups of limited English-speaking students in assigned subject-matter areas to increase their English literacy and speaking skills; observes, monitors and records student performance and progress; assesses student levels and confers with teaching staff on student learning needs.

### **ESSENTIAL FUNCTIONS:**

- Works with and tutors individual and small groups of limited English-speaking children in completing reading, writing, mathematics, science and social studies lessons, assignments and homework; uses phonics and guided reading to increase student English literacy and speaking skills
- Reinforces English skills through drills, dialogues, practices, conversations and reviews; directs group activities as assigned
- Observes and records student behavior, performance and progress; confers with teachers to determine lessons and materials to meet student learning needs; performs and provides assessments of student levels
- Assists teachers by translating and explaining lessons and assignments to students in their primary language; translates school and class documents and materials for parents and students; translates for parents and teachers during conferences and meetings
- Under teacher direction and guidance, prepares instructional materials specific to limited English students; prepares multicultural artwork for use in classroom lessons
- Corrects and records student assignment and test scores; takes daily classroom attendance and maintains attendance records and registration
- Performs administrative functions in support of the classroom; calls parents as requested; duplicates materials and documents; runs errands for the teacher as needed; prepares and sets up work areas, displays and bulletin boards; operates audiovisual equipment
- Assists with language testing of new students for enrollment and placement purposes
- Supervises student classroom activities; covers the classroom as needed; supervises students during physical education classes
- Works on special projects as requested by the teacher
- Performs related duties as assigned

### **KNOWLEDGE OF:**

- Methods, practices and techniques of bilingual and bi-literate instruction
- Assigned subject matter areas, including mathematics, grammar, spelling, language, reading, social studies and science
- Correct English usage, including spelling, grammar and punctuation; correct usage of a designated second language, including spelling, grammar and punctuation
- Administrative practices and procedures, including record-keeping and filing practices and procedures

## Bilingual Teaching Assistant

### ABILITY TO:

- Effectively instruct students on English literacy and speaking skills in a bilingual and biliterate classroom environment
- Organize, set priorities and exercise sound judgment within areas of responsibility
- Organize and maintain confidential student records and files
- Communicate clearly and effectively orally and in writing
- Understand and follow written and oral instructions
- Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations
- Establish and maintain effective working relationships with District staff, teachers, parents, students and others encountered in the course of work

### EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency and graduation from an accredited four-year college or university with a Bachelors' degree in education, child psychology or a closely related field.

Assignments require the ability to speak and write proficiently in a designated second language.

### EXPERIENCE:

At least one year of experience working with school-age, limited English-speaking children in an educational environment.

### PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate equipment
- Hearing and speaking to exchange information
- Seeing to read a variety of materials and observe students
- Sitting or standing for extended periods of time
- Contact with dissatisfied or abusive individuals

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

### Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

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Employee Signature

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Date