



## ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

### **JOB DESCRIPTION**

**TITLE:** Bilingual Aide

**QUALIFICATIONS:**

- Hold an Associates's Degree as related to the position or demonstrate aptitude for the work to be performed.
- Bi-lingual, English/Spanish, spoken and written.
- Such alternatives to the qualifications as the Board may find appropriate and acceptable.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

**REPORTS TO:** School Principals and Federal Programs Administrator

**SUPERVISES:** Students

**CONTRACT DAYS:** 192 days.

**SALARY:** Salary is based on appropriate step on the approved OCS salary schedule.

**EVALUATION:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

**JOB GOAL:** To assist the school staff, teachers, students and parent with providing translation and other EL services for the supervision, discipline, organization, and instruction to students or school functions.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

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

1. Attend school during assigned hours.
2. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
3. Attend faculty and other assigned meetings.
4. Participate in the State Board and system required in-service and professional development.
5. Assists in implementing all policies and rules governing student life and conduct.
6. Perform reasonable duties necessary for the safe and effective operation of the school.
7. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
8. Exhibit positive human relations skills and professional ethics.
9. Demonstrate proficiency in written and oral communication in English and Spanish.
10. Demonstrate competency in the use of computers and available technology.

11. Contribute to the overall development of an effective school program.
12. Follow administrative and teacher directives.
13. Assist teachers, staff, students and parents in providing translation services.
14. Perform clerical tasks and maintain individual records for students as necessary.
15. Communicate concerns and requests to teacher in an appropriate and timely manner.
16. Assist teachers in providing supervision, discipline, organization, and instruction to students and performs specific duties or specialized tasks as assigned.
17. Assists in establishing and maintaining standards of student behavior.
18. Assists teachers in creating an environment that is conducive to learning and appropriate to the maturity and interest of the students.
19. Provides assistance with instructional activities to children as necessary.
20. Setup, maintain and supervise the use, care and inventory of school provided equipment.
21. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

**PHYSICAL DEMANDS:** Must be physically able to perform the essential job functions.

**DATE OF LAST REVIEW: 05/03/2024**

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This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Oneonta City Board of Education reserves the right to amend the job description as needed, without notice.

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Reviewed and agreed to by: \_\_\_\_\_  
Printed name of employee/applicant      Signature      Date: