



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Teacher Aide II Bilingual – ESL
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	Principal

Position Summary:

The primary function of the Teacher Assistant II Bilingual – ESL will be to perform the duties required to assist the teacher with paperwork, classroom activities and general supervision of children identified as Limited English Proficient (LEP) students; instruct and aid students in the acquisition of English language skills and the culture of American society and American school.

Essential Functions:

- Distribute teaching material to students and provide assistance with reading, completion of papers and questions from students.
- Supervise standardized testing and makeup work as assigned by teacher.
- Collect completed assignments and tests.
- Help students, individually or in groups, with lesson assignments to present or reinforce learning concepts and skills using guides prepared or approved by the teacher.
- Operate audiovisual equipment such as film and slide projectors, tape recorders and VCR's.
- Make copies for classroom projects as instructed, research learning resources, set up projects and clean areas after completion.
- Maintain order in the classroom, school and on school grounds, particularly during lunch, before, after and between classes, reporting any incidents or concerns to the proper authority.
- Take class attendance and submit attendance reports.
- Check and correct homework and tests using answer sheets or electronic marking devices.
- Escort students to designated areas for other classes.
- Decorate and maintain bulletin boards and other learning displays in accordance with the season or current lesson topic.
- Attend staff meetings and parent/teacher conferences to provide and receive information.
- Perform related duties or special projects.

Experience:

- Requires a minimum of six (6) months experience working with children, preferably in an educational environment, in order to gain sufficient knowledge to perform the duties of the position.
- May fulfill experience requirement by being enrolled in an educational program.



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Education:

- Requires a high school education or equivalent plus additional broad specialized training equal to two (2) years of college (60 hours) at an institution recognized and accredited by the Missouri Department of Elementary and Secondary Education.

Knowledge, Skills, and Abilities:

- Ability to fluently speak and write in English and at least one other language.
- Ability to interpret instructions furnished in written and oral form.
- Ability to effectively work, interact and verbally communicate with children and adults.
- Strong organizational, communication, and interpersonal skills.
- Good organizational skills and capable of performing multi-task.

Physical Requirements:

- Sitting, standing, walking, kneeling, stooping, or crouching, reaching, talking, and hearing.
- Clarity of vision at 20 inches or less and at 20 feet or more. Ability to judge distances and space relationships, and the ability to see up and down or to right or left while fixed on a point.
- Sedentary work – exert a negligible amount of force continuously and/or up to 5 pounds of force frequently and/or up to 25 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.