

**Western Gateway Elementary School**  
**Job Description**  
**Support Staff**

[www.westerngateway.school](http://www.westerngateway.school)

**Job Title:** Teacher Assistant (bilingual)

**Job Classification:** Exempt

**Salary:** Based on experience & qualifications

**Contract Length:** Regular School Calendar & Hours

**Supervisor:** Head of School

**Approved By:** Heather Zacarias

**Date Approved:** 10/21/2020

**Job Summary:**

Provides support to the instructional program within an assigned classroom with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teacher/s and staff. Personal characteristics necessary for the position include adaptability, high energy, growth mindset, commitment to high-quality public charter schools, organization, genuine desire to create a student-centered environment, outstanding communication skills, willingness to learn, and a joyful approach to the profession.

**Essential Duties:**

1. Uses their fluency in English and a language other than English (Spanish preferred) in order to assist dual-language students to learn academic content, language, and to thrive in a culturally responsive school environment.
2. Assists students, individually or in small groups, with lesson assignments (e.g. read stories, providing writing assistance, reinforce language skills, numbers, alphabet, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade-level standards.
3. Communicates and collaborates with teachers for the purpose of assisting in evaluating progress and/or implementing classroom objectives.
4. Facilitates cooperative work and cross-cultural understanding between native Spanish speakers and native English speakers in the classroom.
5. Provide feedback to the teacher regarding students' progress and challenges in learning academic content and language.
6. Monitors individuals and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
7. Performs general clerical tasks (e.g. laminating, making posters, making copies, bulletin boards, filing, newsletters, etc.) for the purpose of helping the teacher get instructional materials ready.
8. Reports observations and incidents relating to specific students (e.g. accidents, fights, appropriate and/or inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
9. Performs other duties as assigned.

**Other Duties**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities that occur in the school including PTA, student clubs and after-school activities and events.

3. Creates an effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Head of School or other appropriate administrators.

### **Evaluation**

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year using WGES measurement tool.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications**

**High School Diploma or GED required and one of the following:**

- Completed at least 48 credit hours of college study;
- Passed the OGET test;
- Pass the Education Testing Service Parapro Assessment Test (passing score is 455);
- Workkeys Assessment (Passing score is 4 or better on all three parts).

### **Knowledge, Skills and/or Abilities Required**

Demonstrated ability to fluently speak, write, read, and comprehend both the English and Spanish languages. Experience working with students whose primary language is not English preferred. Operates standard office equipment including using pertinent software applications. Performs basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include concepts of grammar and punctuation; stages of child development and learning styles; and age-appropriate activities. Ability to schedule activities; collate data; and use basic, job-related equipment. Ability to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem-solving is required to identify issues and create action plans.

Specific ability-based competencies required to satisfactorily perform the functions of the job include flexibility; communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Received: Head of School, Assistant Head of School, Instructional Facilitator, Classroom Teacher in which the employee is assisting**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date