

**Killeen Independent School District  
Job Description**

**Job Title:** Bilingual Spanish Aide I  
**Reports To:** School Principal and or Assigned Teacher(s)  
**FLSA Status:** Non-exempt

**SUMMARY:**

Assists the bilingual teacher to achieve teaching objectives by working with individual students or small groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Assists bilingual students individually or in groups, with lesson assignments to present or reinforce learning concepts initially introduced by the teacher.

Reads to bilingual students, listens to bilingual students read, and participates in other forms of oral communication with bilingual students.

Distributes and collects papers and other materials for instruction.

Assists with the supervision of bilingual students during emergency drills, assemblies, play periods and field trips.

Assists the bilingual teacher in keeping bulletin boards and other classroom learning displays up to date.

Serves as the chief source for information and help with any substitute assigned in the absence of the bilingual teacher.

Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

Operates and cares for equipment and instructional material, as assigned by the bilingual teacher.

Presents subject matter to students utilizing a variety of methods and techniques in Spanish and English such as lectures, discussions, and supervised role playing.

Assists bilingual students in the library, computer lab, or cafeteria.

Knows and complies with Texas Education Agency and KISD educator standards of conduct.

Performs other such duties as may be assigned by the bilingual teacher or principal.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities; however, the educational aide works closely with students, faculty, and volunteers.

**QUALIFICATIONS:**

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.

**EDUCATION and/or EXPERIENCE:**

*Elementary School Requirements and Secondary Title I/Every Student Succeeds Act (ESSA) Campuses:*  
Title I campus requires 48 hours of accredited college credit with some emphasis in child growth and development or related courses or verifiable experience as an educational aide or other related experience as approved by the district.

*Middle School and/or High School Requirements:*

High school diploma or general education degree (GED) certificate and verifiable experience as an education aide or other related experience as approved by the district.

**CERTIFICATES, LICENCES, REGISTRATIONS:**

State Board for Educator Certification for Educational Aide I.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, other employees of the organization, and parents.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and carry 15-44 pounds; occasionally lift and carry 45 pounds and more; may lift and move text books and classroom equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

**Revised Date:** February 14, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.