

Fort Worth Independent School District
Job Description

<p>Title</p> <p>Building/Campus</p> <p>General Summary</p> <p>Job Duties</p> <p>Job Qualifications</p> <p>Application Requirements</p> <p>Additional Job Information</p>	<p><u>Teacher Assistant – Bilingual (Spanish)</u> Various</p> <p>Provide assistance to the teacher in all phases of the educational process.</p> <ul style="list-style-type: none"> · Translate lessons and interpret for students in Spanish/English. · Plan, organize, manage, and implement activities under the direction and guidance of the teacher. · Assist the teacher in maintaining classroom management and discipline. · Organize and file instructional materials. · Assist with record-keeping and prepare materials needed for instruction. Monitor children and report progress to teacher. · Attend in-service, team, and faculty meetings. · Conduct individualized and small group instruction as directed by the teacher and instructional specialist. · Perform other job related duties as assigned. <p>Non-Title I</p> <ul style="list-style-type: none"> · High School Diploma or GED · Valid Texas Educational Aide II certification <p>Title I</p> <ul style="list-style-type: none"> · Associates degree OR; · High School Diploma/GED + 48 college hours OR; · High School Diploma/GED + pass the Para Pro Assessment test + 2 years experience or 15 college hours OR; · High School Diploma/GED + complete the four day FWISD Human Resources workshop + 2 years experience or 15 college hours. · Valid Texas Education Aide II certification. (15 college hours or two years experience working with children.) <p>OTHER QUALIFICATIONS</p> <ul style="list-style-type: none"> · Demonstrated proficiency in oral and written Spanish/English. · Ability to: <ul style="list-style-type: none"> · operate personal computers and utilize applicable software applications. · assist students with reading, writing, and mathematics assignments. · work well with children. · communicate effectively. · Knowledge of: <ul style="list-style-type: none"> · the District's policies and procedures. · classroom techniques and etiquette. · correct English usage, grammar, spelling, punctuation, and vocabulary. · interpersonal skills using tact, patience and courtesy. <p>Must complete an online application and attach a resume. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency. (Click here for equivocation list)</p> <p><u>PHYSICAL JOB REQUIREMENTS</u></p> <p>PHYSICAL DEMANDS REFERENCE Occasionally (0-33% of day, 0-32 repetitions) Frequently (34-66% of day, 33-200 repetitions) Constantly (67-100% of day, >200+ repetitions)</p> <p>PHYSICAL DEMANDS</p>
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Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment, except to monitor recess where employee is exposed to weather elements on fair weather days.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.