



## SPANISH IMMERSION TEACHER AIDE/STUDENT SUPPORT

### QUALIFICATIONS:

- Bilingual
- Excellent oral and written communication skills
- Two years of college and/or specialized training or experience related to assignment

### DESIRABLE TRAITS / ATTRIBUTES:

- Positive attitude
- Independent worker and team player
- Organized and efficient
- Motivated
- Professional and ethical

### DESCRIPTION OF ROLE:

- This role has been uniquely created:
- Assist the lead teacher in instruction of courses within Spanish Immersion Curriculum
- Participate in training sessions and coaching opportunities to gain knowledge in student support services
- Substitute teach in Spanish Immersion classes on occasion when asked
- Assist with supervision of students on the playground at lunchtime
- Complete all required training (formal and informal) in preparation for future duties of Elementary Student Support for Spanish Immersion and/or Elementary Classroom Teacher

### PERFORMANCE RESPONSIBILITIES:

Working under direct supervision of one or more teachers, a teacher aide may be required to perform some of the following tasks:

- Assist the teacher in providing data for student evaluation
- Assist with large or small groups or individual students
- Comply with and assist in teacher's methods of maintaining classroom discipline
- Shadow current student support and classroom teachers to gain skills
- Assist with field trips
- Monitor the students in class and on the playground
- Prepare instructional materials under the teacher's direction
- Clean and store materials and equipment after use
- Display students' work and prepare bulletin boards displays
- Mark objective lists and routine exercises
- Continue to improve expertise and job-related skills
- Perform other responsibilities as assigned by the teacher or the principal

NOTE: Some lifting of equipment or materials may be required.

### TERMS OF EMPLOYMENT:

Hours as assigned by the principal. Pay and benefits as determined by the Human Resources Department. Initial probationary period is required.