



Job title	<i>Bilingual Instructional Assistant</i>
Reports to	<i>Director of Special Education</i>

Job purpose

Bilingual Instructional Assistants support classroom teachers in the implementation and monitoring of scholars with Behavior Intervention Plans (BIP) outlined in their Individual Education Plan (IEP). This position specifically will support multiple scholars in grades K-6th. Work is performed under the supervision of the Principal and the Director of Special Education.

Duties and Responsibilities

EDUCATIONAL PHILOSOPHY

- Believes in the core values of the organization: Teamwork, Collaboration and Growth Mindset.
- Believes in attention to detail and following through with even the most nominal of expectations.
- Believes in providing scholars with a rigorous elementary school curriculum that will prepare students for success in middle school and ultimately high school, college and the work force.

INSTRUCTIONAL PROFICIENCY

- Assists the classroom teacher with implementing behavior intervention plans and supporting teachers with engaging activities to meet academic standards.

CULTURAL COMPETENCY

- High expectations for ALL students regardless of race, ethnicity, socio-economic background or language barrier.
- Trained in or willing to be trained in and implement culturally relevant pedagogy.
- Is able to assist with the execution of culturally relevant lessons.
- Conveys information clearly to students and families.

DATA PROFICIENCY

- Is a risk-taker who is willing to try new and innovative approaches to support teaching in addition to effective practices that has been implemented for years.
- Embraces challenge and is open to assisting the classroom teacher with achieving effective outcomes/high growth for all ability levels.



COMMUNITY ENGAGEMENT

- Able to respectfully and effectively communicate with parents and surrounding community while maintaining necessary position.
- Willing to develop and maintain positive rapport with families and community members.

Qualifications & Skills

- High School Diploma
- Belief in and alignment with Ignite's core beliefs and educational philosophy
- ParaPro License (2 years of college preferred)
- 1-2 years of experience in an education setting providing academic services to scholars
- Ability to think strategically and proactively
- Professional, Friendly, Flexible, Organized

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	