



Bilingual Teachers Aide

STATUS: Full-time, Academic Year, Non-Exempt

SALARY: Base salary \$25,000 plus benefits, higher based on experience and qualifications

LOCATION: 3628 W Pierce St, Milwaukee, WI 53215

Vision and Mission

Escuela Verde, part of the TransCenter for Youth network of schools, cultivates a community that is participatory, just, sustainable and peaceful. We live our vision through:

- Graduating high school students prepared to live happy, healthy, meaningful lives
- Collaborating with the community to create a strong sense of place and skills to flourish without harm
- Providing staff who model our vision and embrace education as liberation;
- Engaging urban youth by adhering to an ecopedagogical praxis
- Developing biliteracy and honoring linguistic and cultural identities by engaging in translanguaging practices
- Offering immersion opportunities for those interested in transformative education

Core Attributes

Commitment to Justice and Equity: Recognizes the role of race, gender, other identities and socio-economic conditions in shaping disparities and disposition, is driven to improve conditions, and proactively learns about race, equity, and identity.

Results-Orientation: A proven track record of achievement and producing results (rather than getting immersed in process), perseveres despite obstacles. Solution oriented vs. stuck on obstacles.

Communication and People Skills: Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to deal with sensitive and confidential information.

Technology Driven: Must be able to navigate different technology platforms, including SIS (JMC and IC), Edgenuity, Xello, Google Education Suite, and Microsoft Office Suite.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as leadership may deem necessary from time to time.

- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by staff.
- Assists the staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Monitors work, helps edit student work, and supervises curriculum-based testing and makeup work as assigned by the staff.

- Serves as a chief source of information and provides assistance to any guest teacher, lecturer or community leader.
- Performs clerical, classroom maintenance, and instructional duties as assigned by the staff.
- Alerts the staff to any problem or special information about an individual student.
- Performs assigned supervision of students during lunch periods, open gym and on field trips.
- Performs assigned non-instructional classroom duties, such as breakfast and lunch.
- Demonstrates ethical behavior and confidentiality of information about students in the school environment and community.
- Participates in in-service training programs as approved.
- Maintains a safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.
- Performs other such duties/assignments as directed by the staff.
- Assists as directed by staff in the effort to successfully maintain students with special needs in an integrated setting, as determined by the advisor team.
- Proctor tests and maintains a proper testing environment.
- Emotional maturity and stability necessary for the specialized work involved.
- Desire to assist students in a learning environment.
- Needs to be independent, flexible, and reliable.

Education and/or Experience

- High School Diploma/GED or equivalent
- Bilingual (English/Spanish) preferred.
- 2 or more years experience working with children in an educational setting
- Desire to assist students in a learning environment
- Emotional maturity and stability necessary for the specialized work involved

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to speak effectively to other employees of the organization. Spanish speaking is a plus.

Physical Demands

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 sit. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach above shoulders.

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. The noise level in the

work environment is usually moderate. This role will be in-person, in the community, and based out of the Escuela Verde High School located at 3628 W Pierce St, Milwaukee, WI 53215.

Equal Employment Opportunity

TransCenter for Youth (Escuela Verde High School) is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, creed, religion, sex, marital status, pregnancy (including childbirth and related conditions), age, ancestry, national origin, disability, genetic information, veteran or military status, sexual orientation, gender identity, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.

