



LA JOYA INDEPENDENT SCHOOL DISTRICT  
201 East Expressway 83  
La Joya, TX 78560

**Job Title:** BCRI Assistant

**Wage/Hour Status:** Non-Exempt

**Reports to:** Campus Principal

**Pay Grade:** Clerical/Paraprofessional Employee  
Pay Grade 1

**Dept./School:** Assigned Campus

(\$13,987.60 - \$20,869.20)

**Initiated Date:** July 8, 2002

**Revised Date:** November 15, 2010

---

**Education/Certification:** Must have the credit requirement of 48 hours from an approved postsecondary institution in the U.S. (Applicants with teaching certificate or permit from an accredited school in Mexico/Spanish speaking country must have transcripts evaluated by a state approval agency and evaluations must be submitted with application).

**Experience/Knowledge:** Five years experience in a classroom setting in Mexico or any other Spanish-speaking Country or in the U.S. in a Spanish-English bilingual program.  
High School Diploma or GED and 48 college hours or 2 years postsecondary education  
Fluent Spanish and English speaking  
Knowledge/experience in reading/writing processes in Spanish and English  
Ability to work with others  
Effective communication/interpersonal skills

**Major Responsibilities and Duties:**

1. Assist in reading and writing skills or recent immigrant students.
2. Assist in delivering instruction in Spanish language arts and ESL for recent immigrant students with limited literacy skills in their primary language.
3. Assist ESL and Content Area Team members (Pk-12) in planning and implementing activities related to culture (values, customs, mores, schools and social settings) for recent immigrant students.

4. Assist ESL and Content Area Team members (PK-12) to plan and implement activities for school staff and faculty, which will foster understanding of recent immigrant students and their needs.
5. Assist projects Specialist and teachers in planning and implementing parental involvement activities to bring about greater understanding and participation of parents in school activities.
6. Perform other duties as assigned.
7. Assist the Office of Bilingual/ESL with student data collection.
8. Attend monthly contact meetings with project Specialist.

WORKING CONDITIONS:

**Mental Demands:**

Reading; ability to communicate effectively verbally in Spanish and English, maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Moderate standing, stooping, bending, lifting.

POSITION WORKING DAYS: 187 Days

DATE POSTED:

DEADLINE: Until Filled

*All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

*Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

---