

Job Title: Bilingual/ESL Interventionist
Reports to: Principal
Dept./School: Assigned Campus
Wage / Hour Status: Exempt
Date Revised: August 17, 2026

Primary Purpose

Under general supervision, Bilingual/ESL Interventionists will assist students in core content areas, individually or in small groups, to help them master assignments and to reinforce learning concepts presented by classroom teachers. Discusses assigned duties with campus principal or program manager to coordinate instructional efforts.

QUALIFICATIONS

Education / Certification

Bachelor's degree from accredited university
Teaching experience or related training, preferred

Special Knowledge / Skills

Ability to perform basic computer operations and operate education equipment
Knowledge of academic subjects assigned
Ability to instruct emergent bilingual students and manage their behavior
Strong organizational, communication, and interpersonal skills
Foundational knowledge of the state English Language Proficiency Standards (ELPS), preferred
Bilingual/Biliterate (preferred)

Experience

Working with school age school children, preferred
Bilingual/ESL classroom experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Performs all the duties of an academic interventionist and will assist students in the development of advanced learning skills and a variety of progressively complex tasks in core content areas.
2. Implement lesson plans developed by the teacher that fulfill the requirements of district's curriculum and the state language acquisition standards (ELPS)
3. Provide organized, individual and group learning and language opportunities for emergent bilingual students making academic vocabulary connections to content.
4. Plan and use appropriate instructional learning and language strategies, activities, materials, and equipment, and technology that reflect understanding of the learning and linguistic styles and needs of emergent bilingual students assigned.
5. Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
6. Work cooperatively with the campus administrator and bilingual department to modify curricula as needed for emergent bilingual students according to guidelines established in LPAC folders and data collection.
7. Assist with the administration and scoring of objective testing instruments or work assignments.
8. Assist in supervising students throughout the school day, both inside and outside the classroom.
9. Keep the teacher informed of any special needs or problems of individual students.
10. Responsible for assisting in the developing, planning and implementing a variety of student instructional activities
11. Monitors students' performance and records relevant data to assess progress and to drive instruction.
12. Coordinates and assists teachers and other staff to prepare instructional activities that aid in mastering specific skills, subject matter content, and state-mandated tests
13. Presents subject matter to students under the direction and guidance of teacher or program manager, using direct instruction and student centered activities.

14. Enforces administration policies and rules governing students
15. Responsible for maintaining documentation in student folders on performance objectives
16. Attends and participates in staff meetings and required training sessions
17. Follows daily time schedule as assigned by Principal

Records

18. Keep records of activities
19. Assists in the running and preparing of reports and selection of instructional materials
20. Assists in monitoring attendance, supervision and making follow-up calls
21. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Communication

22. Maintain a positive and effective relationship with all program staff.
23. Effectively communicate with colleagues.

Other

24. Perform other duties assigned by supervisor
25. Maintain confidentiality of information
26. Keep abreast of changes and updates

Supervisory Responsibilities

None

EQUIPMENT USED

Copier, personal computer, typewriter, calculator, and audiovisual and instructional equipment.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

Frequent walking.

May lift and move textbooks and classroom equipment.

Work inside, may work outside; regular exposure to noise.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____