



WASHINGTON LATIN
PUBLIC CHARTER SCHOOLS

A Classical Education for the Modern World

Bilingual Dedicated Aide

School Year 2024-25

Start Date: ASAP

Location: 2nd St Campus

Salary Range: \$43,470 - \$48,703

Based on experience, candidates are assigned a step on the payscale (Step 1 = one year of experience). We recognize up to 5 years of prior experience, with the highest initial placement being at Step 6.

JOB PURPOSE

Using both the Spanish and English languages fluently, the Dedicated Aide works with an instructional team consisting of the lead teachers and a special education teacher. The dedicated aide provides individual instructional support for a child/children with Individualized Educational Plans (IEP) under the direct supervision of the lead teacher.

Reports to the Director of Student Support.

Responsibilities

- Supports the creation of environments and instructional opportunities that meet the needs of diverse learners
- Provides individualized behavior and academic supports to improve children's achievement of individual academic and behavioral goals in support of children's IEP goals
- Consistently implements behavioral and academic strategies outlined in children's IEPs
- Uses information and data from a variety of sources to understand children's instructional needs and progress against IEP goals
- Keeps other members of the classroom teaching team, appropriate service providers, and families informed of progress and challenges regarding the student
- Ensures a safe, clean, attractive and engaging centers-based classroom that encourages both exploration and complex play for children with special needs
- Fosters tolerance and a sense of community in classrooms, modeling and explicitly teaching acceptance and appreciation of others
- Communicates the individual children's goals and progress to families and also ways in which the family can support the child at home
- Plans collaboratively and shares ideas and resources with instructional team
- Collaborates with the teaching team to evaluate instructional effectiveness and to modify instructional approaches based on feedback
- Actively participates in professional development opportunities provided and seeks out additional professional development
- Maintains confidentiality and treats all information about children and their families in strictest confidence
- Fulfills the standards of professionalism including appropriate dress, attendance and timeliness

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2nd Street Campus ★ 5200 2nd Street NW, Washington, DC 20011 ★ 202.223.1111

Anna Julia Cooper Campus ★ 711 Edgewood Street NE, Washington DC 20017 ★ 202.697.4430

Candidates must be prepared to fulfill the responsibilities and conditions of employment detailed in the Faculty Handbook. Most importantly candidates must want to be around students and families, and be committed to the mission of learning and growth embodied by Washington Latin.

Knowledge, Skills, and Abilities

- Ability to understand a diverse student body
- Communicates clearly and concisely, both orally and in writing
- Persevere through challenges
- Commitment to the classical mission of the school

Qualifications

- Bachelor's Degree preferred - Education or related field preferred; Associate's Degree required
- Bilingualism in Spanish and English

This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.

WHO WE ARE

Washington Latin PCS is a small network of liberal arts, college preparatory schools with a classical mission serving over 1,000 students in grades 5-12 from across the District of Columbia on two campuses. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.

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- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

[Read more](#) about Latin's model, teaching approach, and community on our website.

WHO YOU ARE

You are a master of your content, a curious lifelong learner, and someone who loves working with kids. Additionally, you consistently do the following:

For Students

- ✓ Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Establish and consistently administer high academic and personal expectations for students both in and out of one's classroom;

For Colleagues and Administrators

- ✓ Are respectful of one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Are willing to invest the time to develop and maintain relationships with families;

For Oneself

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant educational organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

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COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer, and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

APPLY NOW!

Interested in joining our faculty or learning more about our schools?
Please complete an initial [application](#) (access via computer). Questions? jobs@latinpcs.org

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