

FUNCTIONS OF THE LANGUAGE ASSISTANTS

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LANGUAGE ASSISTANTS

FUNCTIONS

- **HOURS:** maximum of 14 hours per week. Assistants begin 1 October and end 31 May of the school year. They shall have the same school holidays as the rest of teachers, as well as specific holidays in the Autonomous Community of the Basque Country.
- Assistants shall be a part of their education department.
- Assistants' specific duties are fundamentally oriented toward reinforcing students' oral skills

LANGUAGE ASSISTANTS

FUNCTIONS

- Assistants shall be assigned the following tasks, under the coordination and supervision of the regular teacher (supervisor):
 - ✓ Specific conversation practise.
 - ✓ Sharing the culture and civilisation of their country.
 - ✓ Other similar tasks.
- Before the school year ends, assistants must complete an online evaluation form, sent by the Department of Education.

LANGUAGE ASSISTANTS

FUNCTIONS

- Assistants may choose to participate in the following extracurricular voluntary activities:
 - ⇒ Cultural and athletic outings
 - ⇒ Study trips
 - ⇒ School exchanges, etc.

Considering that these activities can be very educational for the Language Assistant, we recommend participating in them.

- Assistants shall establish a professional and friendly relationship with students from the very beginning to earn their respect and trust.

OTHER TASKS

THE LANGUAGE ASSISTANT IS NOT RESPONSIBLE FOR:

- Teaching student groups with complete responsibility for the curriculum and marks.
- Writing the curriculum or the final year report on teachings in the Department.

OTHER TASKS

THE LANGUAGE ASSISTANT IS NOT RESPONSIBLE FOR:

- Preparing or correcting exams, tests, quizzes, reports, or similar exercises.
- Marking students.
- Substituting other teachers. Under no circumstances are assistants responsible for student safety, and they should not handle behavioural issues or apply disciplinary measures alone.