Teacher Assistant -- English as a Second Language [ESL] New Hanover County Schools

Job Description

Class:	Classified
Dept:	School

TITLE:	Teacher Assistant English as a Second Language [ESL]
QUALIFICATIONS:	 High School degree required. An Associate degree or 48 semester hours from an accredited college or university is preferred. Such alternatives to the above qualifications as the Board of Education may find appropriate.
REPORTS TO:	ESL Teacher, Principal, and ESL Lead Teacher
JOB GOAL:	To assist ESL teachers by supporting students with limited English (English Language Learners) in understanding concepts and completing assignments across the curriculum.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- 1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to English as a Second Language.
- 2. Work with individual English Language Learners or small groups of ELLs to reinforce learning of material or skills initially introduced by teachers.
- 3. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual ELLs, their needs, interests, and abilities; create and modify materials to match students' English proficiency levels.
- 4. Assist ELLs with digital learning in the classroom.
- 5. Monitor student behavior and help maintain discipline in the classroom; maintain record of time out and in-class suspensions.
- 6. Constantly monitor the safety and well-being of students; monitor ELLs attitudes and encourage self-esteem; notify the ESL teacher of any specific concerns.
- 7. Assist English Language Learners in understanding academic language, content, instructions, and expectations, under the direction of an ESL specialist.

- 8. Perform various clerical duties as needed, maintain records of student progress; develop and file incident reports; grade student papers; check daily attendance; make copies; develop classroom displays and instructional material; maintain and operate audiovisual equipment; maintain class files.
- 9. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of teachers.
- 10. Strive to maintain and improve professional competence. Participate in professional development to support the English as a Second Language program.
- 11. Serve as the chief source of information and help to any substitute teacher assigned in absence of the ESL teacher.
- 12. Perform related duties and responsibilities as requested by the ESL teacher, Principal, and/or ESL Lead teacher.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment:	Ten month work year/ At Will/ FLSA Non-Exempt
Starting Salary and/or Grade:	Grade 57

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to maintain confidentiality of student information.
- Ability to follow detailed written and oral instructions.
- Working knowledge of effective methods of dealing with students.
- General knowledge of methods of adapting instruction for students with limited English proficiency.
- Ability to establish and maintain effective working relationships, as necessitated by work assignments.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to read high school texts and explain content comprehensibly to students with limited English proficiency, using gestures, sketches, realia, and/or simplified language.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.