

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.