

**POSITION TITLE:** Instructional Assistant – English as a Second Language (ESL)

**QUALIFICATIONS:** Associate's degree or completion of 60 hours of college credit from an accredited college or university recognized by the Virginia Department of Education or demonstrated knowledge of and the ability to assist in reading, writing and mathematics instruction by achieving a passing score on the ParaPro Assessment. A minimum of one year working experience as an instructional assistant preferred. Excellent communication, organizational, time management and public relations skills are required. Must have the ability to perform basic mathematical calculations and demonstrate excellence in business English, grammar, spelling and punctuation. Must have the ability to establish and maintain effective working relationships with others. Experience with Windows based computers and related software required. Must be adaptable to changing priorities, have the ability to work independently and/or with minimum supervision, and the ability to effectively handle multiple assignments simultaneously. Considerable patience and the ability to work effectively with children, young adults and faculty members are essential. Must be able to follow written and oral instructions and to perform all required tasks.

**PERFORMANCE EXPECTATIONS:** Assists the ESL teacher or designated supervisor in planning, organizing, and implementing of instruction for students in English as a Second Language program. Assists ESL teacher on instruction that is centered on mastery of the World-Class Instructional Design and Assessment (WIDA) English language proficiency standards. Reinforces the WIDA English language proficiency standards and with instructional activities. Assists ESL teacher with administering annual assessments required for ESL students. Confers with the ESL teacher concerning individual needs of English Language Learners (ELLs) on a daily basis. Attends appropriate and required professional development to enhance ESL instruction and annual English language proficiency assessments. Assists English learners in reinforcing WIDA English language proficiency standards. Assists students with self-care areas to build independence. Prepares and maintains files and reports. Assists the teacher in providing individual and small-group instruction, providing learning experiences to pupils in language arts, social studies, pre-reading, arithmetic, science, art, physical education, and music. Assists the teacher in providing individual and group instruction designed to meet individual needs and supervises students in out-of-classroom activities during the assigned workday providing escort and assistance to children. Reinforces acceptable student behavior in a consistent and positive manner. Guides children in working and playing harmoniously with other children and alerts the teacher to special needs of individual children. Helps to maintain individual records for each student and collects and displays suitable materials for educational displays. Performs other related tasks as required.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs paraprofessional work assisting a classroom teacher or designated supervisor in maintaining an academic program and an environment favorable to student learning and personal growth. Frequent walking, standing and occasional lifting of up to 50 pounds. Occasional movement of students by wheelchairs and other mechanical devices may be required. Work requires stooping, kneeling, reaching, pushing, pulling, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data.

**REPORTS TO:** Principal

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 106 – ParaPro, Pay Grade 107 – Associate’s degree or 60 credit hours, Pay Grade 108 – Bachelor’s degree

**LENGTH OF CONTRACT:** 191 Days (9.5 months) – 7 hour work day / Grant funded position and contingent upon the continuing availability of funds

**FLSA:** Non-exempt