

Instructional Assistant – ELL

Reports To: ELL Teacher & Building Administrator

FLSA Status: Non-Exempt

JOB SUMMARY

Provide effective assistance to ELL students in the school classroom, or possibly to small groups in a pull-out setting. Perform a wide variety of duties assisting the ELL teacher in planning and preparing for classroom learning activities. Perform some clerical duties, and work under the direction of the ELL teacher and guidelines of the English Language Development Program and Title 1C-Migrant Education Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Ability to read, write, and speak fluently in English and Spanish is strongly preferred.
 2. Previous experience learning to speak and write in a second language strongly preferred.
 3. Evidence of good leadership and citizenship qualities.
 4. Training or experience working with youth.
 5. Knowledge of community resources.
 6. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
 7. Ability to communicate clearly in speaking and writing.
 8. Ability to pass drug screen and background check.
 9. Ability to work harmoniously with others.
 10. Other duties as assigned.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Work with students to meet their educational and language needs by using adopted curriculum, appropriate strategies, methods, materials and/or equipment as directed by the ELL teacher.
2. Under supervision of licensed ELL teacher, perform a wide variety of duties assisting teachers in an instructional setting.
3. Under supervision of licensed ELL teacher, plan and prepare classroom activities.
4. Perform clerical duties to support the ELL teacher as requested.
5. Assist the ELL teacher with non-instructional classroom duties, such as student supervision.
6. Inform ELL teacher of concerns regarding ELL students and their classes.
7. If capable, assist mainstream teachers with translation of materials.
8. If capable, interpret and translate for parents, counselor, nurse, and administrator.
9. Assist office personnel to enroll new students who not speak English, or are accompanied by parents who do not speak English.
10. Maintain written records as directed by the ELL teacher.
11. Assist ELL extended-day kindergarten students transition to ELL classroom, and load/unload on the bus.
12. Monitor and assist “new comer” students as needed in class, at lunch and recess.

13. Maintain and secure confidential records and inquiries.
14. Cultivate and model a respectful working and learning environment.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Two years post secondary education, Associate's degree (A.A.) or 72 college credits or a minimum of a high school diploma with the ability to pass a district computerized comprehensive Math and Language Arts test. Must meet current No Child Left Behind (NCLB) requirements. Prior successful experience working in a school setting or with young children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with young children.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements. Ability to obtain a valid CPR/First Aid card if needed, Oregon Driver License, bloodborne pathogen training, blood spill training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: October 2008

I have read and understand this job description.

Signature:

Date:
