

## INSTRUCTIONAL AIDE - ENGLISH AS A SECOND LANGUAGE

### DEFINITION

Under immediate supervision, to assist a teacher by performing a variety of tasks which are supportive of the instructional program; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

Positions in this class are established to assist teachers in instructional activities provided for non-English speaking students enrolled in Adult School courses. Bilingual ability in English and another language is highly desirable.

### EXAMPLES OF DUTIES

Organizes, prepares, and works with instructional materials unique to the program; works with individuals and with small groups of students to reinforce learning, assisting students in drills and exercises; utilizes audio-visual aids; assists students by identifying available community agencies and services; performs routine clerical tasks inherent to the classroom setting; assists in maintaining a neat and orderly room environment; as directed, works with students on a one-to-one basis to assist them with language problems; maintains routine informational records; translates and types communications both in English and another language.

### REQUIRED QUALIFICATIONS

#### Knowledge of:

School policies, methods, and practices generally used with students learning a new language.

#### Ability to:

- Work effectively with students;
- Project a warm and friendly manner and disposition;
- Use good judgment in a variety of circumstances and situations;
- Communicate effectively;
- Understand and follow oral and written directions;
- Establish and maintain cooperative and effective working relationships with students and adults;
- Communicate in a foreign language when identified as a requirement;
- Operate a typewriter is desirable.

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Experience:

Demonstrated experience with group activities in home, church, or community is highly desirable.

Education:

Completion of tenth grade, preferably including or supplemented by courses or training in childcare, child guidance work or youth activities.