

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: English Language Development Assistant, Grade 36**

**DEFINITION:**

Under general supervision of a school administrator and the English Language Development Specialist, provides assistance to individual or small groups of students in English language development in classrooms and in “pull-out” settings; tutors individual students in English and in the student’s primary language as directed, and performs a variety of related duties in the maintenance of an effective learning environment.

**DIVERSITY STATEMENT:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one’s actions and the resulting impact.

**SUPERVISION RECEIVED/EXERCISED:** This job class receives general and formal supervision from the assigned school administrator and also receives direction from other assigned site personnel e.g., teacher(s) or other school personnel within a framework of standard policies and procedures. This job class provides responsible instructional assistance to assigned teachers/students in implementing educational and social objectives.

**REPRESENTATIVE DUTIES:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Tutors individual students or groups of students in English and the students’ primary language to improve English language proficiency.

Assists in assessing students’ proficiencies in English and the primary language.

Prepares and maintain appropriate second language records and rosters.

Assists with parent communication and translations regarding second language instruction and related activities.

Assists students in the use of a variety of supplementary instructional materials and audio-visual aides.

Assists teacher(s) in individual and group instructional support of students; works with students in assigned subject matter areas to reinforce learning, improve skill levels and assist students in completing class and homework assignments.

Assists in supervising students to maintain an effective learning environment.

Assists students in locating and using educational materials and equipment, such as computers.  
Administers tests to students and posts test results.  
Supervises and performs clean-up activities.  
Participates in staff development activities as directed.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General high school academic subject areas (math, science, and English)  
Proper English usage, grammar, vocabulary, spelling and punctuation.  
Proper usage, grammar, vocabulary, spelling and punctuation of required second language.  
Effective recordkeeping methods and techniques.  
The operation of audiovisual and multimedia equipment.  
Instructional/tutorial procedures and practices.

**ABILITY TO:**

Assist in the instruction of a variety of academic subjects including reading, writing and mathematics.  
Understand and carry out oral and written instructions.  
Understand and related to the needs of students experiencing difficult circumstances.  
Model communication and interaction that respects all individuals, their language, culture abilities.  
Effectively supervise students.  
Operate standard office/classroom equipment including desktop computers, audiovisual equipment, and a variety of portable technology devices.  
Establish and maintain cooperative and effective working relationships with individuals contacted in the performance of assigned duties.  
Establish and maintain rapport with all youth including difficult, troubled, and resistant youth  
Communicate effectively orally and in writing.  
Tutor individual students and small groups  
Effectively utilize problem-solving and conflict-resolution skills  
Learn to operate computers and software associated with the instructional program  
Work effectively independently and as part of a team with minimum supervision  
Organize and prioritize work  
Exercise appropriate judgment in making decisions  
Maintain confidentiality of information  
Demonstrate attendance sufficient to complete the duties of the position as required  
Complete routine tasks thoroughly, accurately and with attention to detail  
Ability to speak, read, and write a second language other than English as required for positions designated by the County Office of Education.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma or equivalent. Completion of at least 48 semester earned at an accredited college or university or an Associate of Arts degree, including college-level course work in general academic subject areas such as math, science, and English. Must meet the paraprofessional requirements of the ESSA Act, which can be satisfied by one of the following:

- Completion of at least 48 semester units at an institution of higher education;
- Obtained an associate’s (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

Once year of experience (paid or volunteer) working with youth in an organized setting, ideally with at-risk youth.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

A valid California driver’s license may be required for some assignments.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Duties are typically performed in a school setting; some positions may require travel between school sites; some positions may require be assigned to juvenile detention facilities requiring additional security clearance.

Must be able to hear and speak to exchange information both in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Salary Grade</b>
06/2015	June 10, 2015	07/2022	Non-Exempt	Classified Support Grade 036