



South Lane School District

Job Description

Job Title: ELL Assistant
Assignment: District
Reports To: ELL Coordinator / Principal
Evaluated By: Principal

JOB SUMMARY

Assists staff in classroom, resource room or other school setting by performing instructional tasks with English Language Learners (ELL) in small groups and one-on-one settings, record keeping, and supervision. Facilitates communication and understanding between staff, students and parents by translating instruction and correspondence for English Language Learners.

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 related duties may be assigned.

1. Follows and maintains knowledge of applicable District policies and procedures.
2. Assists students, individually or in groups, with lesson assignments by translating English instruction into Spanish.
3. Translates correspondence between teacher, administrators, other staff, students and parents.
4. Facilitates reading groups with ELL students.
5. Translates materials as requested by ELL teacher.
6. Schedules and administers tests for ELL students including ELPA, WMLS and DIBELS.
7. Assists staff with general office duties and preparation of classroom materials.
8. Follows prescribed daily schedule as outlined by program administrator.
9. Assists the teacher in scheduling appropriate meetings and completion of paperwork, translating as required with written correspondence, meetings, and telephone calls with parents who don't speak English.
10. Maintains safe environment for students at all times.
11. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
12. Appropriately maintains and secures confidential records and inquiries.
13. Professionally represent the school and the District in interactions with parents, community, staff, and students.
14. Maintains appropriate certifications and training hours as required.
15. Attends work regularly and is punctual.

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 related duties may be assigned.

1. Performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
2. Assists on school field trips.
3. Attends in-service trainings.
4. Attends staff meetings.

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:** Associate's degree (A.A.) or equivalent (72 quarter hours) from a college or technical school, or must be able to pass the district's assessment demonstrating knowledge of, and the ability to assist in reading, writing, and math. Prior successful experience working in a school setting or with 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.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English and a second language, such as Spanish. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students, parents 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. Ability to apply concepts of basic algebra and geometry.
- **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 database software, e-mail, internet software, spreadsheets, and word processing software. MS Office Suite (Word, Excel, PowerPoint, Outlook) and eSIS strongly preferred.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and administrators.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements and valid Oregon Drivers License. Ability to obtain a valid CPR/First Aid card.

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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus.

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. 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, pursuant to the Collective Bargaining Agreement.

Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
