

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT-ELL

JOB SUMMARY:

Under Immediate supervision, performs duties of above average difficulty assisting in the operation of a class, or similar learning situations for English Language Learners (ELL) students. May perform a variety of clerical, data entry and supportive duties; may provide services to students in a language other than English; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Assists in the instructional program of ELL (Limited English Proficient) students.
- Coordinates the identification, and monitors the assessment and record maintenance of ELL students.
- Administers and scores the Language Assessment Scales (LAS) both in the target language and in English.
- Enters data into the Student Information System (SIS).
- Acts as a liaison between parents, school and the Language Acquisition and Development Department.
- Assists in the preparation for the state required R-30 report.
- Assists ELL students in non-primary language classrooms.
- Plans with teachers and Project Specialist.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience for Instructional Assistant I is one year of working with or caring for children.
- Experience for Instructional Assistant II is satisfactory completion of two years paid experience, working four or more hours daily, three years paid experience working three hours per day, or four years paid experience working two hours per day in the capacity of Instructional Assistant I.
- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average, complex tasks; understand and carry out oral and written instructions; prepare reports as required; use good grammar.
- Knowledge of correct language usage, spelling, grammar and punctuation. California State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- High school diploma or GED required. Preferably supplemented by two years college course work in childcare specialization or equivalent.

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Classified Salary Schedule: Range 17
BOARD APPROVED: 08/19/97
REVISED: 07/01/15
07/17/23
08/09/2023