



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	English Learner (EL) Educational Assistant
Department / Location:	Student Services / School Building
Reports to:	Building Principal
Employees Supervised:	None
Classification:	10-month
Status:	Non-exempt
Created / Revised:	June 2025
Board Approved:	N/A

Position Summary

The English Learner (EL) Educational Assistant provides interpreting/translation and instructional support services to students who have limited English proficiency and works with students to bridge skills to help access the content independently.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Work with students with a variety of language development needs to increase participation and access to the core curriculum and learning content.
2. Provides instructional support to individuals or small groups of limited or non-English speaking students in a classroom.
3. Support students in developing listening, speaking, reading, and writing skills in English.
4. Assist in preparing or modifying instructional materials to assist with access and understanding.
5. Interpret or translate basic communication between school staff and families (if bilingual).
6. Work collaboratively as part of an education team.
7. Maintain confidentiality regarding student records and performance.
8. Help create a welcoming, inclusive environment for English learners.

9. Regular and predictable attendance
10. Data collection.
11. Support for a diverse range of learners so that proportional representation of all learners in all classrooms can be maintained.
12. Communicate proactively and effectively with other teachers and administrators.
13. Collaborate with colleagues to provide a range of academic and social-emotional support to students in inclusive classroom settings.

Knowledge, Skills and Abilities

1. Patience, empathy, and cultural sensitivity
2. Strong communication and interpersonal skills
3. Ability to follow instructions and collaborate with teachers

Working Conditions

1. School setting; may involve working in classrooms, resource rooms, or other instructional areas
2. May require lifting or assisting students with physical needs
3. Requires patience and adaptability in a fast-paced school environment

Education and Experience

1. High school diploma or equivalent (required); associate's degree or higher (preferred)
2. Experience working with school-aged children, preferably English Learners
3. Bilingual or multilingual skills (preferred but not required)

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.