NATOMAS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION:	Instructional Assistant - English Learner	**FLSA:**	Non-exempt
DEPARTMENT/SITE:	Office of the Chief Academic Officer	**SALARY GRADE:**	7
REPORTS TO:	Principal or Designee		

OVERALL OBJECTIVE AND SUMMARY

Under the direction of a Principal or Designee, performs a variety of activities in support of the instructional program for English Learner students. Assist teachers and staff in development and implementation of programs.

Incumbents must be able to work with English Learner (EL) population; provide continued support to multiple grades, classes, and locations; provide primary language support as appropriate; and provide language translation when requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists teachers in implementing lesson plans by providing positive learning experiences, including one-on-one support; large or small group instruction. May assist with classroom management, computer instruction, translations and interpreting, and other instructional support.
- May administer tests and informal assessment instruments, score objective tests and written papers, and maintain such records for assigned teachers.
- Confer, as needed, with teachers, and other personnel concerning programs and materials to meet student needs. Inform teacher of any pertinent information concerning students in assigned program.
- Prepare and maintain a variety of files and records for assigned program and students.
- May assist in organizing or participating in meetings to share information about English Learner programs.
- Perform related duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Basic reading, writing, math and communication skills in order to assist students with academics.
- Basic and specialized instructional techniques for working with students who are English learners.
- An understanding of the assigned special program.
- Analytical and assessment skills.
- Communication skills to interact in both formal and informal settings and with populations having difficulty with verbal and written communications.
- Record keeping and computer skills.

- School and classroom rules, policies, procedures, and behavior management techniques to ensure a safe and orderly environment.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Speak a second language spoken by students in the District as verified through a qualifying assessment.
- Understand District and school site organization, operations, and objectives.
- Implement instructional goals and activities with English learners.
- Interact with teachers, administrators, parents, and specialists in order to carry out assigned duties.
- Produce routine written program reports and correspondence.
- Assist in providing instruction to individuals or small groups of students in a classroom or other learning environment.
- Print and write legibly.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work with discretion and maintain confidentiality.
- Observe and manage student behavior according to approved policies and procedures.
- Operate instructional and office equipment, including computers, copiers, and audiovisual equipment.
- Pass a qualifying Employee Entrance Evaluation.

PHYSICAL ABILITIES

This position requires:

- Sufficient arm, hand, and finger dexterity to operate a computer and other office equipment.
- Visual acuity to read words and numbers.
- Lifting of light to moderate objects.
- Sufficient ambulatory ability to stand for sustained periods of time and move to different locations.
- Ability to take precautions against exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.

EDUCATION AND EXPERIENCE

The position requires the employee to meet the paraeducator criteria of the Every Student Succeeds Act (ESSA) which is either two years (48 units) of study at an institution of higher education, an Associate of Arts degree or higher, or passing a qualifying assessment test. Experience working with English Learner students in a structured classroom or equivalent setting is desired.

LICENSES AND CERTIFICATES

- Requires successful completion and certification of CPR/First Aid (District will arrange for training).