

*Application can be made to: Jeff Clark, Superintendent; jeff.clark@amity.k12.or.us*

**Include the following forms located on the Amity School District website: [www.amity.k12.or.us](http://www.amity.k12.or.us)**

- ✓ **Classified Application**
- ✓ **Paraprofessional Addendum**
- ✓ **An Equal Opportunity Employer Form**
- ✓ **3 Letters of Reference**
- ✓ **Cover Letter**

**Beginning Date:** August 27, 2025

**Hours:** Hours and days TBD

**Salary:** Placement on the Classified Salary Schedule TBD

### **English Language Learner (ELL) Aide (Temporary)**

Amity School District 4-J is seeking qualified applicants for a temporary ELL aide position for the 2025-2026 school year. The ELL Aide supports the academic and linguistic development of English Language Learner (ELL) students by providing interpretation, translation, instructional support, and communication assistance between school staff, students, and families. This role plays a critical part in fostering an inclusive and accessible educational environment for multilingual learners across grades K–12. Amity School District is on a four-day school week.

**QUALIFICATIONS** The applicant must:

- Fluency in English and Spanish, both written and spoken.
- Access English languages and academic skills of new immigrants.
- Serve as a resource to regular education staff.
- Facilitate communication and school involvement with ELL teacher.
- Use proper word usage, punctuation, form and correct spelling when communicating.
- Ability to handle confidential information with discretion.
- Possess strong skills for use of current educational technology and a high aptitude for mastering new technology applications. This includes computers and software, SMART boards and document cameras.

### **ESSENTIAL REQUIREMENTS:**

To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

- Provide accurate written translations of school communications, including announcements, notices, and letters from teachers, administrators, and the principal.
- Tutor ELL students across all core academic subjects (English, Math, Science, and Social Studies) in grades K–12.
- Serve as a Spanish interpreter for phone calls, both incoming and outgoing, to support communication between Spanish-speaking families and school personnel.
- Interpret during parent-teacher conferences, IEP (Individualized Education Program) meetings, and other school-related events and meetings.
- Assist in the direct instruction of English to non-English-speaking students under the guidance of the ELL specialist and classroom teachers.
- Review and reinforce lessons with students to support comprehension and academic progress.

- Administer the English Language Proficiency Assessment (ELPA) summative test in accordance with district and state guidelines.
- Attend and actively participate in weekly department meetings and professional development workshops related to interpretation and teaching strategies.
- Collaborate closely with classroom teachers, the ELL specialist, building secretaries, and the school principal to support student success.
- Ability to work harmoniously with others and to communicate effectively (both orally and inwriting) with students and staff.
- Ability to understand and follow oral and written instructions with speed and accuracy.
- Ability to maintain confidentiality of students and their records.
- Ability to work effectively in an environment which can be both physically and emotionally fatiguing; perform physically demanding requirements of the job.
- Ability to work with students who may exhibit aggressive behavior, as required of specific job assignment.
- Perform physical requirements which may include:
  - Moderate degree of physical stamina
  - Frequent standing, walking, bending
- Assist in the instruction of students in group or one-on-one settings, often without direct teacher supervision; revise lesson plan or teaching strategy during instructional activity as necessary.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff.
- Participate in the in-service programs as assigned.

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

- Must possess a valid first aid card or the ability to attain one within 90 days of employment (ORS 342.169)
- Criminal Justice Fingerprint Clearance (Board Policy GCDA/GDDA-AR)
- Pre-employment physical may be required

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

*I have read and understand the responsibilities and qualifications of this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans With Disabilities Act of 1990. Persons with disabilities may contact Jeff Clark at 503-835-2171 for additional information or assistance. Speech/Hearing impaired persons may contact the district with assistance through the Oregon Relay at 1-800-735-2900.*

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**AMITY SCHOOL DISTRICT**

**PHYSICAL DEMANDS AND WORK REQUIREMENTS**

JOB TITLE: **ELL Aide**

LOCATION: **ELEMENTARY, MIDDLE, HIGH SCHOOLS**

**SPECIAL HAZARDS / NOTES: (REQUIREMENTS OF VISION, HEARING, EXPOSURE TO HAZARDOUS CHEMICALS OR FUMES, ETC.)**

**TOOLS / EQUIPMENT / VEHICLES: (THIS JOB REQUIRES SKILLS USING THE FOLLOWING BUT ARE NOT LIMITED TO THOSE LISTED)**

<b>TOOLS &amp; EQUIPMENT</b>	<b>Occasional Use</b>	<b>Frequently Used</b>	<b>Continuously Used</b>
Paper Cutter	X		
Copy Machine	X		
Laminator	X		
Book binder	X		
Typewriter	X		
Computer	X		
TV/VCR	X		
Intercom	X		
Tape Recorder	X		

**ENDURANCE**

**HOURS AT ONE TIME**

	0	1/2	1	2	3	4	5	6	7	8
Sitting			X							
Standing			X							
Walking		X								
Driving	X									

**TOTAL HOURS IN A WORK DAY**

	0	1/2	1	2	3	4	5	6	7	8
Sitting				X						
Standing					X					
Walking					X					
Driving	X									

**PHYSICAL**

<b>Lift &amp; Carry</b>	<b>Never 0%</b>	<b>Occasional 1-33%</b>	<b>Frequently 34 - 66%</b>	<b>Continuously 67 - 100%</b>
1-10 lbs.				X
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs	X			

<b>Pushing</b>	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.			X	
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs		X		

<b>Pulling</b>	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.			X	
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs		X		

### **Environmental**

	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
Indoors				
Outdoors		X		
Heat		X		
Cold		X		
Dusty		X		
Noisy			X	
Other				

<b>Motions</b>	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
Bending			X	
Twisting		X		
Crouching			X	
Kneeling			X	
Crawling		X		
Walk-level surface				X
Walk-uneven surface		X		
Climb stairs		X		
Climb ladder		X		
Reach - above shoulder		X		
Repetitive -use of arms		X		
Repetitive-use of wrists		X		
Repetitive-use of hands (A) Grasping (B) Squeezing		X X X	X	
Using foot control	X			