



Richmond County Schools  
Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

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**POSITION:**                      **ESL ASSISTANT & INTERPRETER**

**REPORTS TO:**                      English Language Development Coordinator/Principal

**JOB DESCRIPTION:**

The ideal candidate will work closely with student's general education teachers to develop a plan for working with students. This person will work with content specific activities to assist in making the content comprehensible for the student. The teacher and the tutor will determine when and how often the student will be pulled from the classroom for periods of time then mainstreamed back in the classroom with/without the tutor. Tutor will work closely with student and assist with language when needed.

**QUALIFICATIONS:**

- Associates Degree from an accredited institution or completed 48 hours at an institution of higher education
- Ability to work in a courteous and professional manner with students, teachers, staff, and the public
- Demonstrate the ability to communicate effectively in English

**ESSENTIAL JOB FUNCTIONS:**

- Determine the best time and means of communicating with general education teacher.
- Keep an attendance log for dates and time period working with student.

- Keep notes to share with teacher.
- Develop an adult/student relationship with the student.
- Report major concerns to the LEP Coordinator/Principal/teacher.
- Always have a daily plan for the student(s) being served.
- Support the student so that he/she can be successful.
- Perform other duties and responsibilities related to the academic coach position as assigned by supervisor

### **WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**

