

# Carlynton School District Job Description



**Position:** K-12 ELL Aide  
**Reports to:** Principal  
**FLSA Status:** Non-Exempt  
**Employment:** School Term Full Time Class III

## **Position Summary:**

The ELL Aide supports English Language Learner students in the classroom by reinforcing instruction, assisting with language acquisition activities, and helping students access the curriculum. The role functions under the direction and supervision of a certificated teacher.

## **Essential Duties and Responsibilities:**

- Provide language-based instructional support to ELL students in general education and small-group settings.
- Reinforce lessons introduced by the classroom teacher or ESL teacher, including vocabulary, reading comprehension, writing, and speaking activities.
- Assist students with classroom assignments, ensuring they understand directions and academic expectations.
- Support communication between students and teachers by helping clarify instructions or content when appropriate.
- Implement accommodations and modifications outlined in the ESL plan.
- Assist with progress monitoring, including observational notes, student work samples, and basic assessment tasks as directed on provided forms.
- Help maintain a supportive environment that promotes language development and student engagement.
- Accompany students to classes or activities as needed to ensure instructional access and safety.
- Assist students with orientation of the building and accessing instructional and translating technologies.
- Maintain confidentiality of student information.
- Perform other related duties as assigned by supervisors.

## **Personal Qualifications:**

- Ability to establish and maintain productive working relationships with students, parents, staff, administration, and the general community.

- Ability to manage work responsibilities and challenges in a fair, firm and equitable manner.
- Ability to communicate effectively.
- Ability to listen and respond to people in a professional, effective manner.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to work collaboratively with staff, communicate and problem-solve.

### **Professional Qualifications**

- High school diploma required; associate degree or PDE-qualified Para educator status preferred by demonstrating proficiency on established qualification exam.
- Ability to work effectively with students from diverse cultural and linguistic backgrounds.
- Strong communication skills.
- Basic understanding of instructional support strategies.
- Bilingual skills optional but preferred.

### **Reports To:**

- Building Principal

### **Work Performance:**

- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to organize instructional/support setting to efficiently accomplish tasks.
- Ability to multitask.

### **Temperament:**

- Ability to work as a leader and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

**Personal Skills:**

- Plans and prioritizes assignments effectively.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees, and the public.
- Maintains productive working relationship with immediate supervisor

**Technical Skills:**

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware applicable to the position.
- Has general working knowledge of office equipment.
- Ability to compose clear concise sentences and paragraphs.
- Ability to use computer technology to communicate and record data.

**Physical Demands:**

- Ability to move about the school building, sit or stand for extended periods, and support students during regular classroom activities.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Manual dexterity to use technology equipment.

**Work Environment:**

- Working within the schoolhouse with occasional outdoor activities.
- School term as outlined in the SCA Agreement.

**Clearances:**

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

**Terms of Employment:**

- School Term. Salary and benefits per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers, AFT Pennsylvania Local #2120, AFT-PA, AFL-CIO, Secretarial-Cafeteria-Aides Unit.

**Evaluation:**

- Performance will be evaluated by the Building Principal on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors January 20, 2026.