

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: INSTRUCTIONAL ASSISTANT ENGLISH LANGUAGE LEARNERS

Classification:	Classified	Work Year:	As assigned
Department:	School Sites	Board Approval:	4.20.2023
Reports To:	Principal		
Salary Range:	Classified Salary Schedule, Range 9		

BASIC FUNCTION:

Under direction of Teacher, assist in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities related to an effective learning environment. Assist in the instruction of limited/non English speaking students, administering tests, performing classroom and non-classroom translation tasks and serving as a resource to students and school personnel requiring assistance with non-English speaking persons.

REPRESENTATIVE DUTIES:

- Assist teacher with instruction to individual or groups of students in reading, writing, and speaking English as a second language.
- Administer tests, homework, make-up work, etc. for the purpose of devising special strategies for reinforcing materials or skills based on the understanding of individual students, their needs, interests and abilities.
- Interpreting assignments, explanations, and/or instructions to assist students in improving academic skills and English language Fluency.
- Implement instructional programs and lessons for the purpose of assisting the English Language Learner in academic growth and success through a defined course of study.
- Instruct students individually or in groups with lesson assignments: planning daily activities and lessons, modifying lessons, listening to students read, tutoring, and supporting students in the understanding and reinforcing learning concepts.
- Maintain various records for the purpose of providing up to date reference and student progress.
- Assist in maintaining, organizing and developing files for classroom materials, student work, and organizing work areas to support student growth and development.
- Prepare materials and/or equipment for use in classroom activities; gather appropriate resource materials.
- Perform a variety of clerical duties and functions for the purpose of supporting the English Language Teacher and/or administrator in providing necessary records and materials.
- Monitor student progress through observation, daily contact, and maintenance of accurate student records.
- Perform non-instructional duties such as establishing and maintaining informational and operational records and files.
- Assist students with assigned work; listen to students read, answer questions, reinforce concepts, check work for completeness and accuracy.
- Supervise students to maintain effective environment.
- Implement school-wide discipline policies.
- Attend in-service training, parent conferences, and after-school meetings as assigned.
- Performs other duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- Bilingual preferred
- High School Diploma or equivalent

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Specialized academic and or skill area(s) and related learning situations;
- Age appropriate methods of instructing and motivating students;
- Proper use of English, spelling, vocabulary and grammar;

- General office procedures, practices, and equipment;
- Classroom procedures and effective strategies for working with English Language Learners.

ABILITY TO:

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Understand and communicate in both oral and written forms;
- Carry out both oral and written instructions in an independent manner;
- Communicate in both oral and written forms;
- Supervise students in a variety of situations;
- Establish and maintain accurate records and files;
- Maintain the security and confidentiality of specified records and information;
- Follow district policies, school rules and regulations regarding students;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with light physical qualifications and requirements.

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.