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| Job Title | Teacher Assistant – ESL | Job Category | Classified |
| Department/Group | Teaching and Learning | Term of Contract | 9 month |
| Location | Itinerant | Travel Required | Yes |
| Level/Salary Range | See Salary Schedule | Position Type | Full time |

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| Reports to | Principal |
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Job Description

- The job of Instructional Assistant- ESL was established for the purpose/s of assisting in the instruction of limited/non English speaking students; administering tests; performing classroom and non-classroom translation tasks and serving as a resource to other school personnel requiring assistance with non-English speaking persons.

Responsibilities

- Assists teacher with executing supplemental language instruction and evaluating its effectiveness.
- Administers 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.
- Consults with teacher(s), counselor and/or administrator as may be required (e.g. selecting materials to be used, implementing lesson plans, any concerns related to student, special information, special learning needs, cultural appreciation, etc.) for the purpose of receiving and/or conveying information regarding students activities and progress.
- Implements instructional programs and lesson plans for the purpose of assisting the ESL and classroom teacher in improving students' academic success through a defined course of study.
- Instructs students individually or in groups with lesson assignments (e.g. planning daily activities/lessons, modifying lessons, listening to students read, tutoring, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Maintains various records (e.g. forms, pupil profile cards, lesson plans, attendance records, etc.) for the purpose of providing up to date reference and in compliance with ESL program requirements.



- Monitors individual and/or groups of students in various activities (e.g. classroom, library, playground activities, field trips, lunchroom, assemblies, etc.) for the purpose of providing a safe and positive learning environment.
- Performs record keeping and clerical functions (e.g. maintaining student records, scheduling, copying, translating lesson materials, etc.) for the purpose of supporting the ESL teacher and/or administrator in providing necessary records/materials.
- Translates verbal and written communication(s) for the purpose of assisting students, teachers and parents in communicating effectively.
- Performs any other duties as directed by the Superintendent.

Working Environment

- The usual and customary methods of performing the job's functions may require the following: physical strength, mental health, agility, dexterity, acuity and mobility to perform job responsibilities; the ability to lift 50 pounds, possess full range of motion, and the ability to physically restrain students of varying age levels and sizes; ability to stand, walk, stoop, and assist with student toileting and specific hygiene needs; and ability to transfer students, feed students, and provide physical support and intervention when required. This job is performed in a generally clean and healthy environment.

Qualifications/Education/Certifications:

- High School diploma or equivalent, post-secondary education preferred
- Must have completed one of the following:
 - Completed at least 2 years of study at an institution of higher education
 - Obtained an associate's (or higher) degree
 - Met a rigorous standard of quality through a formal State or local academic assessment