

**COMMUNITY UNIT SCHOOL DISTRICT 220
BARRINGTON, ILLINOIS 60010**

JOB DESCRIPTION

TITLE: ESL/ Bilingual Teaching Assistant

QUALIFICATIONS:

1. High School diploma required.
2. Must meet No Child Left Behind (NCLB) education requirements for student interaction.
3. Demonstrates native or near native oral and written fluency in Spanish.
4. Demonstrates proficient use of the English language in written and oral forms to facilitate communication with cooperating teachers.
5. Establishes and maintains effective working relations with staff and the public.
6. Uses/operates computer equipment related to the position/job.
7. Possess good organizational and clerical skills.
8. Able to demonstrate patience and gain student cooperation.

REPORTS TO: Supervisor of the cooperating teacher and/or Director of ELL Services

SUPERVISES: Supervises students as assigned.

POSITION SUMMARY: To assist the classroom teacher(s) in providing individualized and/or small group instruction to students.

ESSENTIAL FUNCTIONS:

Under the direction and supervision of the classroom teacher, the ESL/Bilingual Teaching Assistant assists the teacher in the classroom:

1. Collaborate with the classroom teacher to coordinate instruction for English language learners.
2. Communicate with mainstream and special service teachers to facilitate student access to special services.
3. Assist with the administration of mandated English proficiency assessments which would include ACCESS screening and testing and IMAGE.
4. Interpret complex vocabulary and/or concepts to accelerate student comprehension.
5. Facilitate communication with parents.
6. Provide assistance to the student(s) with other class projects and initiatives as deemed appropriate.
7. Assist at special school events and/or outdoor activities as requested.
8. Perform other tasks and responsibilities assigned by the supervisor(s).

PHYSICAL CONTEXT OF THE JOB: This job may require the following: spending a portion of each day outdoors on the playground in a variety of weather conditions, occasional lifting of weights up to 50 lbs., ability to walk and stand for extended periods of time.

GENERAL COMMENTS: This job entails working with students in classroom and campus settings.

TERMS OF EMPLOYMENT (completed by the Office of Human Resources):

1. 3 to 6.5 hours per day (hours/day)
2. Student attendance days + 12 holidays (days/year)
3. 10 months (months/year)
4. T-AA (salary/grade)

September, 2003
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