



Job Title: Aide ESL, PREK ESL,
Bilingual PREK ESL, or English Language Learners-ELL)

Exemption Status: Non-Exempt

Reports to: Campus Principal

Date Revised: April 2019

Dept. /School: Assigned Campus

Pay Grade: PA1

Primary Purpose:

Under general supervision, performs a variety of instructional, technical, and clerical tasks in assisting a teacher. Perform a wide range of tasks in order to support the efforts of the teacher, meet the needs of LEP students, and ensure the provision of quality instruction for LEP students. Provides one-on-one assistance with linguistic, academic, and socio-cultural needs and may lead small group activities. Assists ESL teacher with general housekeeping and clerical duties.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Eligible to receive an Educational Aide Certificate from the State Board of Educator Certification (upon hire)

Experience:

- Some experience working with children

Special Knowledge/Skills:

- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children and motivate students
- Ability to communicate effectively
- Ability to constantly monitor the safety and well-being of students
- Ability to maintain a clean and orderly environment
- Ability to maintain order and discipline in a classroom

Major Responsibilities and Duties:

1. Assists teacher with executing supplemental language instruction and evaluating its effectiveness.
2. Constantly monitors the safety and well-being of students and assists students with becoming increasingly independent in the use of the English language.
3. Monitors student behavior and helps maintain discipline in the classroom.
4. Assists teacher in academic or language instruction for LEP students according to curriculum standards.
5. Assists teacher in supporting cultural adaptations for LEP students Facilitates respect for students from diverse culture
6. Facilitates and encourages parental involvement.
7. Assist language minority families in locating community resources for the purpose of promoting parent effectiveness and student achievement.
8. Provide supplemental instruction to ELLs under the direction of a classroom or ESL teacher.
9. Assist ESL teachers or classroom teachers with documenting instructional services provided to ELLs.
10. Facilitate orientation of new ESL students.



11. Make home visits when necessary to accompany school staff or health providers.
12. Remain on-call for short-term crisis situations involving ESL students.
13. Communicate with school personnel regarding cultural and language issues.
14. Assist with the organization and implementation of events and activities for the purpose of enhancing parent involvement.
15. Participate in required in-service activities for the purpose of maintaining and enhancing work-related skills.
16. Maintain confidentiality of information at all times.
17. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment.

Posture: Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____