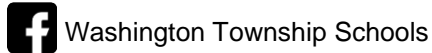


# Washington Township Schools

8550 Woodfield Crossing Blvd.  
Indianapolis, IN 46240  
P: (317) 845.9400  
F: (317) 205-3385



[www.msdwt.k12.in.us](http://www.msdwt.k12.in.us)



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at [www.msdwt.k12.in.us/careers](http://www.msdwt.k12.in.us/careers).

## JOB DETAILS

<b>Job Title</b>	English as a New Language (ENL) Instructional Assistant
<b>Education</b>	Candidates must have a high school diploma or GED and pass a paraprofessional exam, if less than 60 college credit hours
<b>Location</b>	Westlane Middle School
<b>Work Schedule</b>	Full Time – 8 hours/day
<b>Calendar Length</b>	School Year (185 days)
<b>FLSA Classification</b>	Non-Exempt - Hourly
<b>Salary/Hourly Rate</b>	\$19.28 per hour (\$28,534 Annually)
<b>Benefits</b>	Health, Vision, Dental and Life Insurance available. Paid Illness and Personal Business days, Seven paid holidays, District contributions to VEBA, PERF and 401A retirement accounts

## JOB EXPECTATIONS & REQUIREMENTS

### Position Purpose / Description

- Providing support to English language learners in their classes
- Collaborating with teachers to provide best practices
- Supporting the ENL teachers' daily lesson plans and instructional activities
- Teaching small groups
- Conducting discussions
- Developing language resources to support and supplement instruction
- Seeking guidance from classroom teachers as necessary
- Providing individual students with positive and prompt feedback on their progress toward language competence

- Adjusting instruction to objectives and individual needs under the guidance of the ESL and classroom teachers
- Establishing positive rapport with students, parents, and school personnel
- Enhancing supplemental communication with ENL families, such as interpreting at EL parent nights and the end-of-year ENL Celebrations
- Attending appropriate staff development to enhance instruction
- Providing after school support
- Performing other duties as assigned

### Essential Functions

- Bilingual skills preferred in Spanish, Karen/Karenni, and/or Arabic
- It is essential that candidates be able to communicate effectively with various stakeholders including staff, parents, students, teachers, building level and central office administrators
- Prior work experience in a school-related environment preferred
- Minimum of two years of college or Associate Degree from an accredited college or university required, or passing scores on the paraprofessional exam

### Education

- High School Diploma or GED.
- Must pass paraprofessional exam, if less than 60 college credit hours.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Very Frequent
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate job-related equipment	Very Frequent
Ability to reach in all directions	Occasional

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.