

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Tutor – ELL (English Language Learner)	
<i>Supervisor:</i> Director of ELL and Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 6

Job Summary

Provide support to classroom teachers to effectively implement accommodations for ELL students in the regular classroom. Provide tutoring in content areas to ELL students in English or the students' native language.

Essential Job Functions

Screens students for ELL Program eligibility.

Administers assessments such as the Language Assessment Scales. Assessments are used to measure the English language proficiency of ELL students as required by local, state and federal regulations. Scoring and evaluation of language proficiency assessments will be done by certified ELL Program staff, program office, other agency or outside contractor.

Provides tutoring in content areas in the students' native language, using district curriculum, course texts, class lesson plans or other materials.

Uses skills, experience and training in second language acquisition and academic language development to assist and support regular classroom teachers' efforts to provide appropriate accommodations for ELL students in the mainstream classroom.

Using a thorough knowledge of supplemental materials available through the Federal Programs ESL resource library, provides teachers with a selection of materials from this library to use at their discretion to benefit ELL students' English language acquisition.

Provides content area tutoring and support in English, using technical skills prescribed by certified teachers. This may be done in regularly scheduled classes, in small groups, or on a one-to-one basis.

Maintains program documentation requirements including log of services for all students assigned, testing results, language development progress, teacher comments, parent contact etc.

In consultation with certified teacher(s), assists in formulating each student's English language development goals using appropriate standards based documents: Language proficiency standards, Grade Level Expectations, content area standards.

Conferences with counselors, classroom teachers, students and/or parents as needed.

Prepares translations for program newsletters, announcements, etc., and occasionally for other programs as requested.

Assists in developing or suggesting materials for inclusion in the program resource library.

Participates in and assists with, as requested, districtwide and building level professional development trainings.

Keeps regular classroom teacher(s) informed of students' language development progress.

Attends and/or assists with the coordination of parent conferences by providing or coordinating interpretation support from a Dominant Language Tutor or telephone interpretation service.

Contacts parents and facilitates their participation in the child's formal education.

Assists with playground supervision, lunch duty, and bus duty-not to exceed the duties assigned to other school staff. When Tutor/Instructors are split between multiple school sites, duties are to be proportional to the amount of the school day spent on site.

Promotes cross-cultural awareness and understanding between staff and ELL students. Provides resources to school staff regarding language and cultural background of ELL students. Assists students in developing positive cross-cultural perspectives.

During Multicultural Week and as called on, organizes cultural events, maintains bulletin boards and displays.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Copier, common computer programs to complete daily tasks, Language Master, tape recorders, laminators, VCRs, etc.

Independent Decisions

Administers English language proficiency assessments such as the Language Assessment Scale; identifies and communicates with the program coordinator any need for language interpretation services; prioritizes the scheduling of students based on language development and academic needs.

Primary Working Contacts

Special Education, Alaska Native Education Program, Title I, Title III and administrative staff, principal, counselor, nurse and other school staff. Students during regularly scheduled sessions and on field trips. Parent Advisory Committee meetings upon request and Multicultural Potluck.

Responsibility for Cash, Equipment, Safety

Equipment and materials checked out from the Federal Programs resource library, school, or Library Media Services. Safety of students under supervision in tutoring session or around school area.

Supervision Received and Exercised

None given; oral and written instructions from ELL Program Teacher/Facilitator and the regular classroom teacher. Also receives instructions from the program coordinator and school principal; guidance received during professional development trainings and through program procedures manual.

Unusual Working Conditions

Traveling between schools and working in areas as assigned.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. If working in a Title I school, must possess a total of 48 hours of college credit, have attained an associate's degree, or must have passed the ParaProfessional Assessment.
3. Experience communicating with and relating well to persons from diverse language and cultural backgrounds.
4. Basic and high school level skills in math, reading, English, social studies, and science.
5. Knowledge of cross-cultural communication, second language acquisition, and academic language development.
6. Must have ability to relate well with teachers, principal, and other staff; to follow through with tutoring plans and documentation requirements; and to relate well with students, parents, and community members from diverse language and cultural backgrounds

The following are preferred:

1. Tutoring experience.
2. Knowledge of a second language preferred and may be required.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.