



Position Title	English Language Learner Aide (Title I)		
Department	Curriculum and Instruction		
Reports To	Building Principal or Associate Superintendent of Curriculum and Instruction for ELL District Itinerant Aides		
Revised By	Human Resources	Date(s) Revised	07/16/2025
Approved By	Jennifer Duke	Date(s) Approved	07/16/2025

**SUMMARY:**

The English Language Learner (ELL) aide will be responsible for assisting second language learners in acquiring English and for evaluating student progress in acquiring the language. Support must be provided at various language levels in the areas of speaking, understanding, reading and/or writing. The ELL aide should have excellent oral and written English skills and an understanding of cultural and language differences, and the diversity reflected in the ELL student population.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned***

- Work cooperatively with certified teachers to deliver instruction to multi-level and/or multi-grade students in groups or one-on-one.
- Work cooperatively with certified teachers to select curricular or supplemental language materials.
- Work cooperatively with certified teachers to set individual language goals and communicate the progress in meeting these goals to teachers.
- Participate in district staff development assessment training; administer appropriate language assessments to students.
- Assist certified teachers in computing contact hours for state reports when appropriate.
- Work cooperatively with certified teachers to schedule ELL students for language instruction.
- Assist teachers with home/school communication (i.e. bus or health information, homework, etc.), assist in general duties such as grading papers and/or tests, recording student information in classroom files, gather needed equipment or materials, assist with student busing, help to establish student routines, provide general clerical assistance and classroom behavior management, as approved/requested by the teacher or in his/her absence in the classroom.
- Provide support and feedback to appropriate ELL staff and school personnel to maintain quality programming.
- Other duties as assigned.

**EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):**

- Must have at least 48 hours of college credits or successful completion of a Kansas State Department of Education approved assessment.
- Previous experience in position or school setting preferred.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- Ability to develop effective working relationships with the students, staff, and community.
- Knowledge and ability to utilize appropriate technology.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Desire to continue career improvement by enhancing skills and job performance.

**SKILLS AND ABILITIES:**

- Ability to maintain a high level of professionalism and adherence to Board policy.
- Ability to read and interpret documents.
- Ability to effectively write detailed reports and correspondence.
- Ability to communicate well, both verbally and in writing, in relation to department duties and responsibilities.
- Ability to speak in front of large and/or small groups.
- Bilingual communication skills preferred.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have the ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*