District: Weatherford ISD
Position: Part-Time Adult ESL Aide
Reports to: Adult Ed Supervisor(s)

Dept/School: Community Ed./Adult Education Program
Location: Wise County
Class Site: Bridgeport Correctional Center

Schedule: 3 evenings per week TBD, 5:00 – 9:00
(Includes an hour to assist with prep/counseling and set up prior to each class)

Hourly Rate: $12.00-$14.50 based on qualifications and experience

PRIMARY PURPOSE: To assist instructor by providing support services and assisting students that are limited English proficient.

QUALIFICATIONS: (Education/Certification)
- High school diploma from accredited high school; or the state issued equivalent
- Bilingual English/Spanish preferred

Special Knowledge/Skills:
- Strong organizational, communication, and interpersonal skills
- Experience with Excel spreadsheets helpful

Experience:
Previous adult education experience preferred, but not required

MAJOR RESPONSIBILITIES AND DUTIES:
- Assist with student orientation and enrollment
- Maintain Confidentiality: Abide by regulations of the Family Educational Rights and Privacy Act/FERPA as it pertains to a student’s right to privacy and accuracy and retention of records.
- Assist with filing and maintaining of student records
- Track daily and monthly attendance and maintain records and reports.
- Conduct and record retention effort and activities
- Assist teacher with preparation prior to class
- Maintain and promptly submit required reports
- Administer required pre-tests; and post-tests at appropriate intervals
- Participate in and meet or exceed required professional development
- Work Efficiently: Arrive as scheduled and promptly set up necessary equipment, sign-in sheet, etc.
- Maintain a climate that helps students feel accepted, respected, and promotes retention
- Utilize technology where available
- Assist teacher in individual instruction, small group instruction and classroom activities when appropriate. Promote practice and interaction.
- Promote the use of English language in formal and informal settings during and while on site
- Encourage an environment that supports transitions into post-secondary education or training
- Maintain a professional relationship with colleagues, students, and community members
- Keep informed of and comply with all state, district, and program regulations and policies.
- Perform other duties as assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.