

WEST SHORE SCHOOL DISTRICT
Job Description

TITLE: **INSTRUCTIONAL ASSISTANT – ENGLISH LEARNERS (EL)**

QUALIFICATIONS:

1. High school diploma.
2. Possesses or eligible to possess “Qualified” status.
3. Strong command of the English language with correct pronunciation, enunciation, and grammar usage.
4. Compliance with Employment Eligibility, all required background clearances, and Physical Examination/TB test standards.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SUPERVISED BY: Building Principal

JOB GOAL: To assist the ELD teacher and classroom teachers to achieve student educational objectives by working with individual students or small groups.

A. ESSENTIAL JOB FUNCTIONS:

1. Provides support in the implementation of the Language Instruction Educational Program (LIEP) and assists English Learners (ELs) of all proficiency levels by providing teacher-directed support in academic subject areas. This may be achieved in small group settings or individual learning centers using previewing or reviewing of materials or concepts provided by the classroom teacher.
2. Maintains consistent communication with classroom teacher and ELD teacher. Collaborates with ELD teacher and classroom teacher regarding student levels, progress, concerns, expectations, and goals.
3. Assists EL students in developing and maintaining positive attitudes toward learning.
4. Works with individual EL students or small groups of students, as scheduled, to reinforce English language skills.
5. Reads and correctly interprets written materials and data related to functions of the position.

6. Assists with the preparation and updating of teacher modified materials needed by ELs.
7. Performs routine clerical duties to maintain and organize student records and reports.
8. Performs accurate computations related to any function of the position.
9. Works with EL students, utilizing available technology to enhance learning.
10. Helps to keep students engaged and on task while in the classroom setting.
11. Assists students with organization as well as reminders of expectations of upcoming assessments and due dates.
12. Regularly checks for understanding between the student and classroom teacher regarding curriculum, expectations, and goals.
13. Participates in required staff development activities.
14. Promotes positive public and employee relations for the District through courteous and efficient handling of contacts and communications.
15. Ensures the highest degree of confidentiality appropriate to the position.
16. Works during established building operating hours.
17. Complies with the Pennsylvania School Code, the policies of the School Board, and the *Non-Bargaining Support Personnel Handbook*.
18. Regularly performs other tasks and responsibilities as assigned by the supervisor such as, but not limited to, office coverage and student supervision.

TERMS OF EMPLOYMENT:

1. The pupil year and support staff in-service days.
2. Compensation as per District guidelines.

RESPONSIBILITY LEVEL: 2

EVALUATION: Performance of this job will be evaluated by the building principal in accordance with the Board policy on evaluation of support personnel.