



**TITLE:** *English Learner Education Assistant (ELEA)*

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**QUALIFICATIONS:**

1. High School Diploma / Equivalent or higher from an accredited school, program, or university.
2. Valid Ohio Educational Aide Permit (1 or 4 year) and ESEA Qualified Endorsement as issued by the Ohio State Department of Education, Office of Teacher Certification and Licensure, pursuant to ORC 3319.22 to 3319.30, or in accordance with standards authorized by law.
3. Ability to pass Federal and Ohio Bureau of Criminal Identification and Investigation background check in accordance with Ohio Administrative Code Section 3301-83-06.
4. Relevant experience and/or background knowledge in subject matter area.
5. Awareness and sensitivity to the challenges, needs, and cultural background(s) of diverse learners.
6. Ability to cooperate with, and provide assistance to, community members, administrators, teachers, staff, parents, and scholars.
7. Demonstrated knowledge and competency in all domains of the English language, in addition to at least one additional world language.

**REPORTS TO:**

Assigned building principal and EL Program leadership.

**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 position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this position, the employee is frequently required to hear, see, read, speak, sit, stand, walk, reach, crouch, kneel, stoop, climb stairs, and stretch with hands and arms.
2. While performing this position, the employee may occasionally push or lift up to 30 lbs.

**MAJOR FUNCTIONS**

1. Assist content teachers in planning, organizing, and delivering high quality instruction that aligns with YCSD's philosophy, goals, policies, curriculum, and also Ohio's English Learning Proficiency Standards, in ways that maximize student access, equity, and learning.
2. Work alongside various educational staff members to provide a continuum of support and service designed to communicate subject matter through multiple strategies and technological tools that meet the needs of culturally and linguistically diverse students.
3. When appropriate, provide multilingual support for scholars and families at the building level that helps facilitate teacher-student and school-family communication and relationships.



## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provide multilingual remediation and instructional assistance across a variety of content areas that promotes student understanding, learning, and participation.
2. Under direction of the building TESOL, work with scholars in individual, small group, and whole group environments to provide instructional services such as tutoring, mentoring, and advising.
3. Collaborate and communicate with building teachers to review, discuss, and review and improve English language development skills of scholars.
4. Create, maintain, and review appropriate data/logs on services rendered to English learning students throughout the building.
5. When appropriate, interpret verbal communications between school personnel and non-English speaking scholars and family members, parents, and community partners.
6. When appropriate, translate written documents to be utilized for non-English speaking scholars, family members, parents, and community partners.
7. Maintain communication records that provide insight into the frequency and purpose of multilingual communications rendered.
8. Participate in workshops, conferences, professional development opportunities, and meetings that are designed to promote best practices for working with scholars, families, and community members whose first language is not English.
9. Utilize appropriate technological resources to assist with student learning and Title III program goals and compliance measures.
10. Assist with the administration and proctoring formative assessments (such as the OELPS and OELPA) throughout the school year.
11. Participate in district initiatives such as registration, distribution/collection of resources, and parent/school meetings and events.
12. Providing assistance to parents, parent engagement coordinators, educational assistants, school psychologists, guidance counselors, administrators, and general education personnel with information regarding the education needs and characteristics of children who are Limited English Proficient (LEP).

*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.*