TEACHER ASSISTANT (ESL PROGRAM)

Purpose Statement
The job of Teacher Assistant (ESL Supplement) was established for the purpose/s of providing support to the instructional program within the assigned educational settings with specific responsibility for working with individual and/or small groups of English Language Learners, and providing support to other school personnel requiring assistance with non-English speaking students.

This job reports to Principal and ESL Supervisor.

Essential Functions
- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists English Language Learners, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Assists ESL teachers with classroom assignments, tests, homework, make-up work, etc. for the purpose of supporting other teachers in the instructional process.
- Communicates with supervising instructional staff and administrators for the purpose of assisting in evaluating progress and/or implementing academic objectives.
- Attends meetings and in-service presentations embedded in the workday for the purpose of acquiring and/or conveying information relative to job functions.
- Maintains instructional materials and/or manual and electronic files/records (e.g. lessons, pencils, paper, teaching supplies, etc.) for the purpose of ensuring availability of items, and/or meeting mandated requirements.
- Implements, under the supervision of the ESL teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Monitors individual and/or groups of students in a variety of settings for the purpose of providing a safe and positive learning environment.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, appropriate and inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

Other Functions
Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and age appropriate activities.
ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment.

Experience  Job related experience is required.

Education  High School diploma or equivalent.

Equivalency  None Specified

Required Testing  None Specified

Continuing Educ. / Training  None Specified

Certificates & Licenses  None Specified

Clearances  Criminal Justice Fingerprint/Background Clearance

FLSA Status  Non Exempt

Approval Date

Salary Grade