

The following statements identify the essential functions, skills, and experience required in this classification, and provide examples of the type of duties that may be required.

THIS DESCRIPTION DOES NOT IDENTIFY ALL JOB DUTIES THAT MAY BE REQUIRED



JOB DESCRIPTION

(Use for Hiring, Promoting, Transferring and Wage Administration)

JOB TITLE: International Welcome Center ELL Teacher Assistant

REPORTS TO: Principal of Attending Building

SUMMARY: The ELL Teacher Assistant helps students learn English and achieve instructional objectives by working with individual students or small groups so that they may attain grade level proficiency.

EXAMPLE (S) of WORK PERFORMED:

- Prepares daily lesson plans under the supervision of the ELL teacher.
- Cooperates with the ELL teacher in completing ELL forms.
- Confers with the ELL and classroom teacher (s) concerning individual needs on a daily basis under the guidance of the ELL teacher.
- Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
- Plans, prepares, and develops various teaching aids, such as bibliographies, charts, and graphs.
- Presents subject matter to students, utilizing variety of methods and techniques, such as lecture, discussion, and supervised role playing.
- Prepares, administers, and grades examinations.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Confers with parents on progress of students.

ESSENTIAL FUNCTIONS: (*)

(*) When a specific assignment has additional or different ESSENTIAL FUNCTION requirements, the differences will be discussed at the time of assignment.

Physical Demands (Strength)

- Exerts 20 to 50 pounds of force occasionally, and/or
- Exerts 10 to 25 pounds of force frequently, and/or
- Exerts greater than negligible up to 10 pounds constantly.

KNOWLEDGE, SKILLS, and ABILITIES:

Vocational Preparation: (Experience)

- Bilingual (Spanish and English speaking) required
- Experience working with ELL students at the secondary level preferred

Education Preparation: (Formal and Informal)

- Bachelor's Degree in Education preferred

Revised: July 12, 2018