



TEACHER ASSISTANT (ESL)

Job Overview

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

This job reports to the School Site 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.
- Leads, guides and/or coordinates others using standardized procedures and operating within a defined budget under the direction of the supervising teacher. Utilization of some resources from other work units may be required to perform the job functions.
- Assists, English Language students individually or in small groups, with lesson assignments (e.g., read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assists ESL teachers with classroom assignments, tests, homework, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Attend meetings and professional development opportunities for the purpose of acquiring and/or conveying information related to job functions.
- Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating progress and/or implementing academic objectives.
- 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.
- Monitors individual and/or groups of students in the ESL setting for the purpose of providing a safe and positive learning environment.
- Performs general clerical tasks (e.g., laminating, making posters, making copies, bulletin boards, filing, newsletters, etc.) for the purpose of assisting teachers with instructional material.
- 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.
- Supports ESL Teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

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



Working Environment

Generally, the job requires 20% sitting, 40% walking, and 40% standing.

Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under conditions with some exposure to risk of injury and/or illness.

Qualifications

Minimum experience: Job related experience is preferred.

Minimum education: High School diploma or equivalent.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Skill 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 understanding and apply policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications. Knowledge of basic math functions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include instructional procedures and practices; age-appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development.
- Ability to read and understand a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems.
- Ability to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment.
- Flexibility is required to work with others in a variety of circumstances and work with data utilizing defined but different processes. 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 adapting to changing work priorities; communicating with diverse groups including those with limited English proficiency; maintaining confidentiality; working as a team; and working with constant interruptions.

Required Testing:
None Specified

Required Certificates and/or Licenses:
None Specified

FLSA Status:
Non-Exempt

Continuing Education/Training:
None Specified

Clearances:
Criminal Justice Fingerprint/Background
Clearance

**Employee
Type:**
Classified

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