



Inst Asst 3 / Adult ESOL

Purpose Statement

The job of Inst Asst 3 / Adult ESOL Adult is done for the purpose/s of providing support to the instructional program with specific responsibility for assessing students' English language acquisition from their native language; administering tests; planning, preparing, and presenting language acquisition lessons; maintaining student ESOL records; and serving as a resource to other school personnel requiring assistance with non-English speaking persons.

This job reports to Principal and District ESOL Director

Other Functions

- Assesses students for the purpose of determining progress, modifying instruction, and maintaining compliance with local, state, and federal guidelines.
- Collaborates with other instructional staff (e.g. teachers, assistants, administration, etc.) for the purpose of coordinating student instruction and maximizing student achievement.
- Implements instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Instructs students, individually or in groups, for the purpose of presenting and/or reinforcing language acquisition learning concepts.
- Maintains a variety of electronic and written records (e.g. progress reports, program evaluations, attendance, etc.) for the purpose of tracking student progress and providing documentation for programs and interventions.
- Maintains a safe and orderly classroom for the purpose of maximizing student achievement.
- Monitors individual and/or groups of students for the purpose of providing a safe and positive learning environment.
- Monitors ESOL student progress for the purpose of increasing English language acquisition.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Serves as a resource to other staff members for the purpose of increasing student success in the regular English-speaking classroom.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: translating written documents; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation in both English and Second Language; age appropriate activities.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related

equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. 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 limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work 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 0% sitting, 0% walking, and 0% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade

Lane 3