



## **Inst Asst 4 / Adult ESOL**

### **Purpose Statement**

The job of Inst Asst 4 / Adult ESOL 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

### **Essential 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, meetings, and/or events; gather and/or 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 and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create 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 a continual opportunity to have some impact on 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 30% sitting, 20% walking, and 50% 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**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 4