



## **JOB DESCRIPTION**

### **JOB TITLE: Educational Assistant - ELL**

**Job Summary:** The job of "Educational Assistant - ELL" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of English language learner (ELL) students; relieving teacher of routine clerical tasks; and serving as a resource to other school personnel requiring assistance with limited English speaking persons.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Experience Required: Prior job related experience, paid or volunteer, with school age children
- Education Required: Completed associates or higher degree, completed at least two years of study at an institution of higher education (72 college quarter hours or more) or met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment, knowledge of and ability to assist in instructing reading, writing, and mathematics
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and First Aid/CPR card

### **SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:**

- Skills to perform basic clerical functions and perform basic arithmetic calculations
- Ability to operate standard office equipment
- Use English in verbal and written form using correct grammar, punctuation and spelling
- Knowledge of designated language (written and oral), principles of child development and instructional processes
- Abilities to stand and walk for prolonged periods
- Understand and carry out oral and written instructions
- Ability to maintain confidentiality of student records, meet scheduled and deadlines, read/interpret/apply rules, regulations, policies, and rapidly learn methods and materials used in a variety of instructional situations
- Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.

### **ESSENTIAL JOB FUNCTIONS:**

- Assists teachers for the purpose of implementing lesson plans
- Administers tests and language assessments under the guidance of a classroom teacher or resource teacher for the purpose of evaluating students language ability
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives
- Performs recordkeeping and basic clerical functions for the purpose of supporting teachers in maintaining students' files and providing classroom materials in the students' primary language
- Records student progress in language acquisition for the purpose of documenting student performance and maintaining updated records
- Translates verbal and written communication/s for the purpose of assisting students, staff and parents in communicating effectively
- Prompt and regular attendance

### **OTHER JOB FUNCTIONS:**

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*clm: 3/14/3016*

- Assists other personnel as may be required for the purpose of supporting them in the completing of their work activities as it relates to the ESL program
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Assists with the transportation needs of students, including walking them to and from the bus, and assists with arranging for the transportation needs of students

**\*Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$74.00 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

*Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment.  
Gresham-Barlow provides equal access to individuals with disabilities.*

*I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date