

**TITLE:** Instructional Assistant, Limited English Proficiency (LEP)

**REPORTS TO:** Building Administrator

**FAIR LABOR STANDARDS ACT (FLSA):** Non-Exempt (Professional).

**QUALIFICATIONS:**

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Have a high school diploma or the equivalent.
4. Proficient in the English language as well as Spanish or other languages as required.
5. Demonstrated aptitude for the work to be performed.
6. School district experience including direct experience with students preferred.
7. Demonstrated ability to work effectively with students, teachers, parents, and administrators preferred.
8. Demonstrated positive interpersonal skills.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
10. Must be proficient in English both oral and written.
11. Have standards of moral character as required of teachers.

**JOB GOALS:** To provide a well organized, smoothly functioning class environment in which ESL students can take full advantage of the instructional program and available resource materials.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties**

1. Under supervision of certificated teacher, prepares for classroom activities.
2. Works with small groups of students to reinforce material initially introduced by the teacher.
3. Assists individual children in need of special attention.
4. Performs limited clerical duties.
5. Guides independent study, enrichment work, and remedial work set up by the teacher and/or ESL Assistant.
6. Checks notebooks, corrects papers, supervises testing and make-up work.
7. Assists in drill work.
8. Participates in in-service training programs when required.
9. Translates verbal and written information for parent/teacher conferences and for staff, parent, and families by phone and home visits.
10. May be assigned detention or study hall supervision with small groups of students.

11. Follows all District policies and those contained in the appropriate district handbook.
12. Accesses a computer and checks on announcements and notices on a daily basis.
13. Uses a computer to complete employment data on a daily basis including but not limited to days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.

**III. Timeliness:**

1. Manages time properly.
2. Returns requested information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner, and remains throughout the meeting.

**Physical Qualifications:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary.

Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** Assistants will be employed on all student contact days, at varying hours per day. Salary and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

**Mandatory Child Abuse Reporting**

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_