

HYDE COUNTY SCHOOLS
ESL TEACHER ASSISTANT

NATURE OF WORK

Under general supervision, performs a variety of instructional, technical, and clerical tasks in assisting a teacher. Employee may perform a wide range of tasks in order to support the efforts of the teacher, meet the needs of LEP students, and ensure the provision of quality instruction for LEP students. Employee provides one-on-one assistance with linguistic, academics, and socio-cultural needs and may lead small group activities. Employee assists ESL teacher with general housekeeping and clerical duties.

DUTIES AND RESPONSIBILITIES

- Assists teacher with executing supplemental language instruction and evaluating its effectiveness.
- Constantly monitors the safety and well-being of students, assists students with becoming increasingly independent in the use of the English language.
- Monitors student behavior and helps maintain discipline in the classroom.
- Assists teacher in academic or language instruction for LEP students according to WIDA and North Carolina content standards.
- Assists teacher in supporting cultural adaptations for LEP students.
- Facilitates respect for students from diverse cultures.
- Facilitates and encourages parental involvement.
- Assist language minority families in locating community resources for the purpose of promoting parent effectiveness and student achievement.
- Provide supplemental instruction to ELLs under the direction of a classroom or ESL teacher.
- Tutor ELLs identified for SST under the direction of certified teacher.
- Assist ESL teachers or classroom teachers with documenting instructional services provided to ELLs.
- Facilitate orientation of new ESL students.
- Make home visits when necessary to accompany school staff or health providers.
- Remain on-call for short-term crisis situations involving ESL students.
- Communicate with school personnel regarding cultural and language issues.
- Assist with the organization and implementation of events and activities for the purpose of enhancing parent involvement.
- Participate in required in-service activities for the purpose of maintaining and enhancing work related skills.
- Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

- A minimum of 48 semester hours of college coursework.

ESSENTIAL JOB FUNCTIONS

- Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc.
- Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Requires the ability to deal with people beyond giving and receiving instructions.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of activities performed by teacher.
- General knowledge of daily routines of the classroom.
- General knowledge of student handbook.
- General knowledge of procedures to follow in the event of an emergency.
- General knowledge of methods of adapting instruction, equipment and tools for children with special needs.
- General knowledge of the principles of organization and administration.
- Some knowledge of the curriculum for the grade.
- Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.
- Ability to motivate students.
- Ability to maintain a clean and orderly environment.
- Ability to perform general clerical duties.
- Ability to maintain order and discipline in a classroom.
- Ability to operate common office machines.
- Ability to maintain basic files and records.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: ESL Teacher

FLSA STATUS: Non-Exempt

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.