

**MENOMINEE AREA PUBLIC SCHOOLS
MENOMINEE, MICHIGAN**

DATE: MARCH 12 , 2024

POSITION AVAILABLE: **ELL TUTOR
CENTRAL ELEMENTARY**

QUALIFICATIONS:

1. Bi-lingual in Spanish and English required.
2. Experience working in a school, preferred.
3. Skill in using basic technology.
4. Experience and ability in working positively with others.
5. Translating school lessons. Assisting students in learning the English language.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

JOB GOAL: To assist English Language Learning students by collaborating and planning with teachers and working both one on one with students as well as supporting them in their classes. Strengthening school-home connections with parents/families.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned students in the locations and at the times designated.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepares for assigned students and shows written evidence of preparation upon request of immediate superior.
4. Encourages students to set and maintain standards of classroom behavior and evaluate their progress on a regular basis.
5. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs of the individuals or student groups involved.
6. Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
7. Attends and participates in faculty meetings.
8. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
9. Regular and reliable attendance.

EVALUATION: Performance of this job will be evaluated annually.

APPLICATION: Submit Letter of Interest/Resume to:
Mrs. Julie Krah, Assistant to the Superintendent
Menominee Area Public Schools
1230 13th Street
Menominee, Michigan 49858
krahj@gomaroons.org 906-863-9951