

**JOB TITLE: INSTRUCTIONAL ASSISTANT (ESOL/BILINGUAL)**

**JOB DESCRIPTION:**

This employee is responsible for assisting the teacher in organizing and implementing an instructional, academic program. This employee will work under direct supervision of a teacher.

Duties of this position include but are not limited to:

1. **Classroom Management:**
  - a. Assisting the teacher with maintaining a classroom environment conducive to effective learning.
  - b. Assisting with duties that require movement of students.
2. **Knowledge of Subject Matter:**
  - a. Communicating accurate knowledge of subject matter in a comprehensible manner using language and style appropriate to the learner.
  - b. Applying concepts, laws, and rules relevant to subject matter.
  - c. Demonstrating a breadth of subject matter knowledge that enables students to approach and to interrelate topics from a variety of perspectives, interests, and points of view.
  - d. Using the current references, materials, and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
  - e. Demonstrating the ability to check student comprehension of subject matter and providing accurate feedback to students.
3. **Planning For Instruction:**
  - a. Assisting the teacher with the design of the academic program based on the assessed needs of students.
  - b. Assisting the teacher with preparation and implementation of lesson plans for students based on assessed needs and in accordance with the district's philosophy and curriculum system.
4. **Delivery of Instruction:**
  - a. Providing academic assistance and support for individual and/or small groups of students as directed by and under the supervision of the teacher.
  - b. Assisting the teacher with effective utilization of media and technology in the classroom.
  - c. Assisting the teacher by providing home language assistance in basic subject area tutorial.
5. **Assessment of Student Performance:**
  - a. Assisting the teacher with administration of appropriate assessments designed to measure and observe student progress.
  - b. Assisting the teacher with evaluating student progress on a regular basis and providing feedback to students and parents in a mode of communication understandable to the parents.
  - c. Assisting with the administration of ESOL eligibility testing.

**INSTRUCTIONAL ASSISTANT (ESOL/BILINGUAL)  
PAGE 2**

**6. Communication:**

- a. Establishing and maintaining cooperative relations with other employees.
- b. Assisting the teacher with establishing and maintaining open lines of communication with students and their parents concerning academic and behavioral progress of assigned students.
- c. Assisting the teacher with preparing progress reports to school personnel and to parents.
- d. Assisting the teacher by providing home-school communication in a language or mode of communication understandable to the parent.

**7. Professional Development Program:**

- a. Continuing professional growth through educational inservice, meetings and professional literature.

**8. Other Professional Responsibilities:**

- a. Assisting the teacher with taking necessary and reasonable precautions to protect students, materials, equipment and facilities.
- b. Assisting the teacher with ensuring that each student in the program has the necessary records in his/her permanent record and/or portfolio.
- c. Assisting with regional ESOL Parent Advisory Councils as interpreter/translator.
- d. Assisting and serving as a member on the school's LEP committee.
- e. Other responsibilities, as directed.

**REQUIRED QUALIFICATIONS:**

1. High School Diploma or equivalent
- 2.. Instructional Assistants (ESOL/Bilingual) must be bilingual and biliterate in English and the language represented by at least 15 students of the same language background. AND
3. Associate's Degree, OR
4. 60 hours of college/university level course work, OR
5. Demonstrated proficiency on district assessment.