

# Grass Valley School District

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| <b>POSITION TITLE:</b> | <b>ENGLISH LANGUAGE LEARNER (ELL) AIDE, BILINGUAL - SPANISH</b>       |
| <b>PLACEMENT:</b>      | <b>CLASSIFIED SALARY SCHEDULE, POSITION RANGE G; 180 DAY EMPLOYEE</b> |
| <b>REPORTS TO:</b>     | <b>ELL MANAGER</b>  |

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## **SUMMARY:**

Under the direction of an assigned supervisor, assist certificated teachers in providing instruction to students placed in regular education programs; monitor and report student progress in areas of behavior and performance; and perform clerical and instructional support duties.

## **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

- Communicate with students in English and in Spanish in facilitating instructional processes.
- Assist teachers in providing instructional activities and implementation of lesson plans to individual students or groups to promote student learning.
- Reinforce core curriculum instruction and confer with teachers concerning programs and materials to meet the individual need of students.
- Prepare, create and/or modify instructional materials.
- Monitor students, classroom and playground activities to provide a safe and positive learning environment.
- Assist in administering and proctoring tests according to established guidelines.
- Confer with teachers concerning programs and materials to meet student needs
- Participate in meetings, conferences and in-service training programs to receive and share updated information and improve skills and knowledge.
- Assist with student files and records.
- Operate personal computers to assist students with learning exercises; demonstrate proper operation of keyboards.
- Administer assessment materials to students under the supervision of the ELL Manager, classroom teachers, resource teachers or speech pathologists.
- Coordinate time and date for evaluations, SST/IEP meetings and home visits through phone or email contact between district personnel and parents.
- Serve as a liaison between non-English speaking parents, the school/District and/or community agency personnel; translate verbal and written communications.
- Schedule and conduct home visits.
- Other related work as required.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent.
- Complete 48 units of post-high school study OR obtain an AA degree or higher OR pass the GVSD locally designed Highly Qualified Assessment for Teaching Assistants.
- Prior successful experience interacting with children within the past three years in a program requiring bilingual skills preferred.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES**

- Establish and maintain cooperative and effective working relationships.
- Assist students in a variety of subject areas and activities.
- Learn instructional techniques, positive behavior procedures and techniques.
- Analyze and resolve non-disciplinary problems.
- Speak, read and write English as well as speak, read, write and translate a designated second language and be able to effectively communicate in both languages.
- Demonstrate a patient, understanding and receptive attitude toward students.
- Perform routine clerical duties such as filing and duplicating instructional materials.
- Operate computer and other standard office equipment.

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## ELL AIDE CONTINUED

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- Work with discretion and in confidence with student information.
- Interpret and explain policies and procedures.
- Plan and organize work, schedule time and meet schedules and timelines.
- Understand and carry out oral and written directions.
- Early childhood development and the basic needs and requirements of children.
- Communicate with District staff and a diverse group of students and parents sometimes in a stressful situation, using tact and diplomacy.

### **CERTIFICATE REQUIREMENTS**

- Valid CA Driver's License
- TB Test (Current within last 4 years)

### **PHYSICAL REQUIREMENTS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods, inside and outside, both day and night.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, use a computer, use a telephone, work without guidance from supervisor, and drive a vehicle.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **WORK ENVIRONMENT:**

- Primarily a classroom setting in a public school environment.

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, \_\_\_\_\_ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

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

\_\_\_\_\_  
Date