



## **SAN DIEGO COUNTY OFFICE OF EDUCATION**

### **Personnel Commission**

**CLASS TITLE: English Language Development Assistant**

#### **DEFINITION:**

Under general supervision of a school administrator and the English Language Development Specialist provide assistance to individual or small groups of student in English language development in classrooms and in “pull-out” settings; tutor individual students in English and in the student’s primary language as directed and perform a variety of related duties in the maintenance of an effective learning environment.

**SUPERVISION RECEIVED/EXERCISED:** This job class receives general and formal supervision from the assigned school administrator and also receives direction from other assigned site personnel e.g., teacher(s) or other school personnel within a framework of standard policies and procedures. This job class provides responsible instructional assistance to assigned teachers/students in implementing educational and social objectives.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL FUNCTIONS:**

Tutors individual students or groups of students in English and the students’ primary language to improve English language proficiency.

Assists in assessing students’ proficiencies in English and the primary language.

Prepares and maintain appropriate second language records and rosters.

Assists with parent communication and translations regarding second language instruction and related activities.

Assists students in the use of a variety of supplementary instructional materials and audio-visual aides.

Assists teacher(s) in individual and group instructional support of students; works with students in assigned subject matter areas to reinforce learning, improve skill levels and assist students in completing class and homework assignments.

Assists in supervising students to maintain an effective learning environment.

Assists students in locating and using educational materials and equipment, such as computers.

Administers tests to students and posts test results.

Supervises and performs clean-up activities.

Participates in staff development activities as directed.

##### **NON-ESSENTIAL FUNCTIONS:**

Performs related duties as required.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

General high school academic subject areas (math, science, and English)

Proper English usage, grammar, vocabulary, spelling and punctuation.

Proper usage, grammar, vocabulary, spelling and punctuation of required second language.

Effective recordkeeping methods and techniques.

The operation of audiovisual and multimedia equipment.

Instructional/tutorial procedures and practices.

**ABILITY TO:**

Assist in the instruction of a variety of academic subjects including reading, writing and mathematics.

Understand and carry out oral and written instructions.

Understand and related to the needs of students experiencing difficult circumstances.

Model communication and interaction that respects all individuals, their language, culture abilities.

Effectively supervise students.

Operate standard office/classroom equipment including desktop computers, audiovisual equipment, and a variety of portable technology devices.

Establish and maintain cooperative and effective working relationships with individuals contacted in the performance of assigned duties.

Establish and maintain rapport with all youth including difficult, troubled, and resistant youth

Communicate effectively orally and in writing.

Tutor individual students and small groups

Effectively utilize problem-solving and conflict-resolution skills

Learn to operate computers and software associated with the instructional program

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

Ability to speak, read, and write a second language other than English as required for positions designated by the County Office of Education.

**EDUCATION AND EXPERIENCE:**

Possession of a high school diploma or equivalent. Completion of at least 48 semester earned at an accredited college or university or an Associate of Arts degree, including college-level course work in general academic subject areas such as math, science, and English. Must meet the paraprofessional requirements of the NCLB Act, which can be satisfied by one of the following:

- Completion of at least 48 semester units at an institution of higher education;
- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

Once year of experience (paid or volunteer) working with youth in an organized setting, ideally with at-risk youth.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

A valid California driver's license may be required for some assignments.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Duties are typically performed in a school setting; some positions may require travel between school sites; some positions may require be assigned to juvenile detention facilities requiring additional security clearance.

Must be able to hear and speak to exchange information both in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

<b>Established</b>	<b>Approved by the Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Job Code</b>	<b>Salary Grade</b>
06/2015	June 10, 2015		Non-Exempt		34