

# NEVADA JOINT UNION HIGH SCHOOL DISTRICT

## *Classified Position – Job Description*

### **ENGLISH LANGUAGE LEARNER INSTRUCTIONAL AIDE**

**General Definition:** Under the supervision of the Principal/Designee provides assistance in the classroom working with ELL students in the classrooms and after school in the library tutorial. The primary purpose is to ensure rapid, efficient and effective English language acquisition.

**Under Supervision of:** Principal/Designee

**Employment Term:** 9 months

**Salary Range:** 14

#### **Qualifications:**

*Education* High school diploma or equivalent.

*Experience* Experience working with high school age students in a teaching situation preferred. ELL experience desirable.

*Skills* General knowledge of first aid and CPR. Knowledge and skills necessary to effectively motivate ELL students; ability to organize and present academic skills activities for students in a manner which produces student academic success; moderate-level Microsoft Word and Excel skills.

#### **Position Responsibilities:**

1. Provide testing services as mandated by law if a language other than English is indicated on the home language survey as provided by site student services staff.
2. Provide academic instructional assistance to students in 1 on 1 or group setting, both inside and outside of the classroom.
3. Maintains student records and files that are compliant with state and federal laws.
4. Maintain parent contact as required by law.
5. Arrange for interpreter services as necessary (if available).
6. Provided student achievement data for ELL and FEP students annually using district approved forms.
7. Assist other staff members in services to ELL students.