

# **ROCKLIN UNIFIED SCHOOL DISTRICT**

## **Job Description**



**JOB TITLE:** Instructional Aide II – English Language Learner (ELL)

### **SUMMARY:**

Assists certificated teacher(s) in providing instruction of limited/non-English speaking students; administering tests; performing classroom and non-classroom translation tasks and serving as a resource to other school personnel requiring assistance with non-English speaking persons. In addition, the position of Instructional Aide II-ELL includes the duties of oral and written translation of student's native languages, as needed.

**SUPERVISOR:** School Site Administrator and Assigned Teacher(s)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists teacher(s) in providing instruction to individuals or groups of students in reading, writing, and speaking English as a second language and assists bilingual students in other academic subject areas
- Tutors English Language Learner students as they acquire concepts taught in regular classroom curriculum
- Implements instructional programs and lesson plans for the purpose of assisting the ELL student and the classroom teacher in improving students' academic success through a defined course of study
- Translates, both orally and in writing, student's native language as needed for the purpose of communicating with staff, families, and communities as needed
- Provides interpreting services for parent conferences and other meetings as needed
- Assists with parent conferences and student study team meetings as required
- Administers a variety of tests and quizzes, records results, and consults with teacher(s) regarding student progress
- Escorts students to and from classroom, library, playground, cafeteria, and other school areas including crossing and supervision of students before and after school.
- Monitors and supervises students during lunch, recess, field trips, etc., as assigned.
- Performs a variety of recordkeeping activities; files classroom materials and places information in student folders
- Organizes work areas and assembles learning materials
- Orders supplies, forms, instructional or audiovisual materials as necessary
- Assists with and participates in staff development as needed and/or required
- Performs related duties as required

### **EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Knowledge of basic subjects taught in District schools including mathematics, reading, writing, grammar and spelling
- Knowledge of child guidance principles and practices
- Knowledge of basic instructional methods and techniques
- Knowledge of correct oral and written usage of English
- Knowledge of correct oral and written usage of a designated second language
- Knowledge of policies and objectives of assigned program and activities
- Knowledge of specific culture related to English learners
- Knowledge of social and academic development of children who are learning English
- Knowledge of basic first aid

**Ability to:**

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- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to maintain current knowledge of program rules, regulations, requirements and restrictions
- Ability to work confidentially with discretion
- Ability to work independently with little direction
- Ability to assist with instruction and related activities in a classroom or assignment learning environment
- Ability to reinforce instruction to individuals or small groups of students as directed by the teacher(s)
- Ability to maintain consistent, punctual and regular attendance
- Possession of effective oral and written communication skills
- Possession of interpersonal skills that utilize tact, patience and courtesy

**EDUCATION:**

In addition to a high school diploma or GED, must have:

- Completed two years of college;
- Earned an associate's degree; or
- Demonstrated fluency, both oral and written, in a second language.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

**MEDICAL CATEGORY II:**

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

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 Rocklin Unified School District  
Maintains a tobacco-free, drug-free environment

**WORK ENVIRONMENT:**

Adopted: March 16, 2011