

JOB DESCRIPTION

TITLE ENGLISH LANGUAGE LEARNER PROGRAMS (ELL) TUTOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal State or local academic assessment (<i>ParaPro Assessment</i>) knowledge of, and the ability to assist in instruction, reading, writing and mathematics, as appropriate and knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read and comprehend simple instruction, short correspondence, and memoranda in English and in the first language. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to parents, students and other employees of the organization in both English and their first language.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Physical Demands	The physical demands 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 required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and

the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Assists in providing specially designed programs for ELL students in language arts and content areas that will help to develop communication and other skills necessary for success in the regular classroom setting and in life situations.
2. Works under the direct supervision of a Highly Qualified Teacher. Works in close proximity to the teacher and has frequent contact with the teacher.
3. Works under the direct supervision of the ELL contact in the areas of program documentation, oral and written translations, and parent involvement.

SPECIFIC RESPONSIBILITIES

1. Administers and scores appropriate assessments under the guidance of the teacher.
2. Prepares and maintains written documentation as noted in the district ELL plan.
3. Schedules and administers annual assessments including reevaluation conferences.
4. Implements a detailed lesson plan for utilizing correlated materials and computer software in tutorial setting as developed by the teacher.
5. Provides written and oral language access to ELL students while delivering the content under the supervision of the teacher.
6. Works in cooperation with ELL teacher in establishing good ELL teaching strategies for meeting the individual needs of ESOL students.
7. Assists the teacher in evaluating the achievement of the students.
8. Assists teachers in communicating ELL students' progress to students and parents.
9. Assists in translating documents and communicating with parents.
10. Cooperates with supportive services personnel in meeting special needs of-ELL students.

11. Participates in ELL and other in-service training.
12. Serves limited, rotating supervisory duties not to exceed the same proportion of time as those duties assigned district non-instructional personnel in similar positions at the same site, or ten percent of the total working day, whichever is less.
13. Performs other duties as assigned.