

ELL Parent Liaison/ELL Instructional Assistant

JOB DESCRIPTION

POSITION TITLE

English Language Learners' (ELL) Parent Liaison/ELL Instructional Assistant

MINIMUM

QUALIFICATIONS

- High School diploma and preferably two years of college or Associate's Degree.
- Successful experience working with children.
- Demonstrated oral and written proficiency in English, Haitian Creole and French.
- Willingness to participate in staff development activities specific to the nature and demands of the position.
- Familiarity with Haitian culture and the Haitian educational system.

REPORTS TO

K-12 Supervisor of World Languages/ELL

PRIMARY RESPONSIBILITIES

1. Acts as a liaison between Haitian families and the school community.
2. Serves as a French and Creole interpreter for parent meetings.
3. Translates district/school documents into French and Creole.
4. Interprets district/school records from Haitian educational institutions.
5. Assists with new ELL student assessments and level placements.
6. Provides in-class classroom support for English Language Learners.
7. Implements the teacher's written and/or verbal instructions when working with students in individual and small group sessions.
8. Assists the teacher while she/he is instructing students.
9. Accompanies the teacher when the entire class is taken from one location to another when deemed necessary by the supervisor/building principal.
10. Remains with the class when they are receiving instruction from subject area specialists when deemed necessary by the supervisor/building principal.
11. Helps students organize themselves to participate in scheduled activities and dismissal under the teacher's direction as needed.
12. Consults with the assigned teacher(s) in regard to each child's perceived educational strengths and weaknesses as well as successful teaching strategies.
13. Files student work, reports and other classroom materials.
14. Attends building staff meetings.
15. Attends in-district professional development workshops and conferences directly related to areas of responsibility.
16. Performs all other duties assigned by the supervisor/building principal.

WORKING RELATIONSHIPS To maintain effective relationships with teachers, students,

OF THE POSITION parents and administrators.

TERMS OF EMPLOYMENT 10 Months

Salary as per SOMEA Agreement