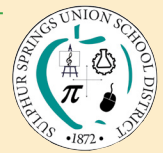


# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## INSTRUCTIONAL ASSISTANT - ESL

### DEFINITION

Under general supervision, to operate an English as a Second Language Learning Center program; to administer language proficiency tests; to instruct students individually and in small groups in oral and written English language development; to maintain ESL Learning Center program records; and to perform related work as required.

### CLASS CHARACTERISTICS

Positions in this class are characterized by the operation of a Learning Center program without the presence of a teacher. Positions in this class operate specialized English As A Second Language (ESL) learning centers. Incumbents administer and score language placement tests and place students in ESL program according to language ability. Incumbents present appropriate instruction and access language acquisition. Incumbents have access to classroom teacher for guidance in instructing each student and the handling of student discipline problems. The ESL program has clearly established procedural and process parameters for the incumbent and students. Incumbents must be skilled in establishing control of the Learning Center environment, controlling student behavior, and implementing the ESL program in accordance with the established procedural and process parameters. Incumbents in this class must exercise initiative in performing assigned work with limited supervision.

### EXAMPLES OF DUTIES

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.*

Prepare testing schedule, send appointment slips to students and administer tests to students; prepare testing areas; administer and score tests; discuss with staff and assist in ESL placement recommendations; group and schedule students for ESL instruction.

Provide English instructional activities and reinforcement to individual students and small groups; prepare lessons appropriate to the level of students; select learning materials for writing, reading and oral language; tutor and assist students with classroom assignments and homework.

Maintain records of language proficiency, test results, classification of students, class lists and ESL grades.

Send correspondence, file documents, gather data, prepare lists, assist in the organization of ESL and bilingual parent meetings, and prepare memos and charts.

Escort students from classroom to learning center; supervise students during recreational activities.

Participate in employer-mandated training and retraining programs.

Perform the full range of duties of an Instructional Assistant as assigned.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

## **QUALIFICATIONS**

### ***Knowledge of:***

Basic teaching and tutoring methods.  
Basic office methods and procedures.  
Office machine operation.  
Basic mathematics.  
Basic record keeping.  
Testing methods.  
English usage, grammar, punctuation, and spelling.

### ***Ability to:***

Plan and conduct individual and small group English language acquisition classes.  
Read, write, and speak English fluently.  
File materials in alphabetical and numerical order.  
Speak tactfully and courteously with students, staff, and public.  
Use body language to communicate.  
Maintain simple records.  
Work patiently with students and parents.  
Use a typewriter or computer keyboard with accuracy.  
Operate modern office equipment, such as a typewriter, computer and copy machine.  
Learn pertinent procedures and functions quickly and apply them without immediate supervision.  
Write legibly.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience working with children in a learning environment. College level education in child development, learning theory, language acquisition and areas related to the District curriculum is desirable.

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

## **PHYSICAL DEMANDS ASSOCIATED TASKS**

**Vision:** (which may be corrected)  
Read small print

**To Perform Tasks Such As To:**  
Create and maintain files; score tests; read instructional materials

**Hearing:** (which may be corrected)  
Understand speech over a telephone

**To Perform Tasks Such As To:**  
Answer phones; translate over telephone

Tolerate exposure to noisy conditions

**Speech:**

Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face public contacts

**Upper Body Mobility:**

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and use hands and arms to lift objects  
Turn, raise and lower head

**Strength:**

To lift, push, pull, and/or carry objects which weigh as much as 10 pounds on a frequent basis

**Environmental Requirements:**

Constant work interruptions

Work cooperatively with others

Work inside

**Mental Requirements:**

Read, write, understand, and apply routine written information

Math skills at a basic level

Copying

Compiling

Judgment

Learn quickly and follow written/verbal procedures and standards

Process information quickly and make quick decisions

Decision-making

Listen

Write/compose

Work in a learning center with students;  
accompany students on field trips

**To Perform Tasks Such As To:**

Answer questions and transmit information to students, staff, parents, and others

**To Perform Tasks Such As To:**

Use a typewriter; hand out and receive instructional materials; enter data on forms;  
hold flash cards

Look at students in learning center/classroom

**To Perform Tasks Such As To:**

Carry instructional materials

**To Perform Tasks Such As To:**

Answer students; keep students focused on tasks; correct behavior

Direct students; gain cooperation of staff

Perform instructional support work in a classroom setting

**To Perform Tasks Such As To:**

Read instructional materials and test administration instructions, compose letters and bulletins, and maintain records

Compile test results data

Transfer information to forms

Prepare class lists and schedules

Work in the presence of students; work at level of students

Respond to changes in procedures and requirements

Handle student/staff emergencies properly

Apply school policy and precedent appropriately

Understand concerns of students and parents

Compose routine correspondence using good grammar and proper spelling and punctuation