

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT III – ESL

This is a part time, school session position – 3.75 hours per day – 180 days
SALARY RANGE: Classified Hourly (CL) Salary Schedule, Range 14

DEFINITION

Under direction of the Director of Pupil Services, coordinate and implement a District-wide English As A Second Language (ESL) program, which provides language development assistance to Limited English Proficient (LEP) students in oral language, reading and writing in regular classes at assigned school sites; test and evaluate the English language level of ESL students; develop and prepare or modify lesson plans and instructional information and advise regarding ESL students.

EXAMPLES OF DUTIES

Coordinate and implement a program for language development assistance for District ESL students at District school sites; test and evaluate English language skills of ESL students and develop individual learning programs as needed; develop or modify lesson plans and instructional materials; apply the techniques of team teaching; monitor student activities such as drill, practice and research after lessons and instructions have been given by the teacher; administer student tests; maintain classroom order; score objective tests and student work and assess student progress; maintain a neat and orderly learning environment; operate audio-visual and other instructional equipment; attend meetings and participate in in-service training as assigned; assist students by providing proper examples, emotional support and general guidance; confer with parents, teachers and administrators to provide information and advise of student progress as needed; may train and provide work direction to other instructional assistants as assigned; maintain records and prepare required reports; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: Correct English usage, spelling, vocabulary and grammar; ESL programs and services; child guidance principles and practices; basic subjects taught in District schools; effective interpersonal communication skills; record-keeping techniques.

Ability to: Learn District and ESL program policies, guidelines and processes and apply them in a variety of situations; develop or modify lesson plans and instructional materials; coordinate and implement language development assistance at assigned sites; communicate effectively orally and in writing; tutor and reinforce instruction; maintain records and prepare reports; perform routine clerical work; establish and maintain cooperative and effective working relationships with students, parents and staff.

Education and Experience: Any combination equivalent to completion of two years of college with major course work in child guidance, language development or related field and two years of experience in providing instructional assistance in an ESL program.

WORKING CONDITIONS

Classroom environment; subject to traveling to various District sites to conduct work.