

# **JOB DESCRIPTION**

## **Cumberland County School District**

### **TEACHER ASSISTANT (ESL)**

#### **Purpose Statement**

The job of teacher assistant (ESL) was established for the purpose/s of providing support to the instructional program within assigned site with specific responsibility for assisting non-English speaking students/persons.

#### **Supervisory Controls**

Responsible to the ESL teacher and school principal for the efficient and effective accomplishment of assigned tasks.

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#### **Essential Functions**

- Implements, under the supervision of the teacher, instructional programs and lessons plans for the purpose of reinforcing learning concepts
- Monitors individual and/or groups of students in a variety of settings for the purpose of providing a safe and positive learning environment
- Assist students, individually or in groups with lesson assignments
- Perform general clerical tasks for the purpose of helping the teacher get instructional materials ready
- Communicates with classroom teachers for the purpose of assisting in ELL student academic progress

#### **Other Functions**

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

#### **Job Requirements: Minimum Qualifications**

- Specific skilled-based competencies required to satisfactorily perform the functions of the job include: operating standard classroom equipment, using pertinent materials and supplies, and preparing accurate student records.
- Knowledge is required in basic math, concepts of grammar and punctuation, learning styles, and age appropriate activities
- Must perform technical tasks with the potential of upgrading skills in order to meet changing job conditions
- Communicating with diverse groups and maintaining confidentiality

#### **Responsibility**

To work under the direct supervision of the ESL classroom teacher and accomplish assigned tasks/missions

#### **Working Environment**

- The work is performed in a hazard-free, clean classroom environment.
- The work is moderately sedentary but some lifting, walking, and bending are required.

#### **Experience**

Job related experience is preferable but not mandatory

**Education**

Incumbent must be a high school graduate with two years of college, an associates degree, or a score of not less than 456 on the parapro test

**Requirement**

This is a non-certified position.

**Clearances**

Criminal justice fingerprint/background clearance

Physical exam to meet health and physical requirements

**FLSA Status**

Non Exempt