

**NORTH WASCO COUNTY SCHOOL DISTRICT**  
**JOB DESCRIPTION – Classified – ELL Educational Assistant I/II**

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**Title:** ELL Educational Assistant I/II

**Classification:** Classified/ESP

**Reports To:** Building Principal

**Work Year** 186 Days/Year

**Job Purpose Statement/s:**

Assists the classroom teacher with students who are limited in their English proficiency by performing a wide variety of instructional and clerical duties along with student supervision. The designation of ELL Educational Assistant II is assigned to those meeting the designated second language (generally Spanish) bilingual proficiency standards as determined by the supervising Building Principal, while the ELL Educational Assistant I designation is for those not meeting the designated second language (generally Spanish) bilingual proficiency standards.

**Qualifications**

**Education:**

- High School diploma or equivalent; 72 quarter hours of accredited college or equivalent education or successfully passed Work Keys Test in the areas of Applied Math, Reading, and Business Writing.
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing.

**Experience Required:** Prior job related experience paid or volunteer with school age children in an educational setting is preferred.

- Knowledge of basic teaching methods and procedures.
- Knowledge of instructional materials and their uses.
- Knowledge of effective student management techniques.
- Knowledge of current office practices and procedures.
- Ability to enjoy interaction with and effectively supervise students requiring use of both empathetic and disciplinarian approaches.
- Ability to instruct a wide variety of students in a number of different situations.
- Ability to operate basic office and audio-visual equipment.
- Ability to accurately perform alphabetizing, record-keeping and filing procedures.
- Ability to abide by confidentiality rights of students and parents.
- Ability to work independently with a minimum of supervision.
- Ability to adapt to changing circumstances.
- Ability to apply school district rules, regulations, policies and practices in a fair, consistent manner.

**Essential Duties and Responsibilities**

- Assists students in their understanding of instructional concepts by reemphasizing the basic elements of teacher-directed activities with those students needing additional or repetitive assistance.
- Assists with the preparation of instructional and enrichment materials for the student using the student's primary language.
- Guides independent study, enrichment work, and remedial work set up by the teacher.
- Assists with simple school translations and documents and perform translation services during parent conferences.
- Writes simple letters, and other student or parent materials in the appropriate foreign language.

- Administers tests and language assessments under the guidance of the teacher for the purpose of evaluating students' language ability.
- Confers with students, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Performs record-keeping and basic clerical functions for the purpose of supporting teachers in maintaining updated records
- Participates in various meetings for the purpose of supporting students in the completion of their work and /or sharing the progress of students with other staff and/or parents and Non-English speaking participants. Simple IEP'S (School Involved)
- Records grades, checks student work, corrects papers that do not require subjective evaluation and supervises testing and make-up work.
- Secures and stores instructional materials as needed by the teacher or students.
- Administers standardized tests under the supervision of the teacher.
- Supervises students during instructional and non-instructional activities, including hallways, lunchroom, playground, gymnasium, library and bus lines.
- Assists in filing, sorting, alphabetizing, data collecting and organizing materials.
- Enforces classroom and school rules in a consistent manner and flows guidelines for implementation of disciplinary actions.
- Detains students for alleged misconduct and delivers students to appropriate authority.
- Monitors all non-school personnel and directs them to the office or off school premises.
- Performs some oral and written translations as needed. Performs general clerical duties and office organization, including, considerable typing, filing, and record keeping. Counting and preparing g money for bank deposit, maintaining records, copying, cutting stencils, alphabetizing and filling materials, operating office equipment, preparing basic art work, typing lists and reports, selling and recording lunch tickets, and maintaining supply inventory.
- Maintains a positive and effective relationship with administrators, students, staff, parents and patrons.

#### **Language Skills**

- Knowledge of English, and for those designated Educational Assistant II, bilingual proficiency in the designated second language (generally Spanish), in both written and verbal form; use correct punctuation, grammar and spelling.
- Ability to read and comprehend instructions given orally and/or in writing.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to students, volunteers, coworkers or other employees.

#### **Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Reading Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

**Physical Requirements:**

1. In an eight-hour day employee may:  
a. Stand/Walk            None            1-4 hrs            4-6 hrs            6-8 hrs  
b. Sit                        None            1-3 hrs            3-5 hrs            5-8 hrs  
c. Drive                    None            1-3 hrs            3-5 hrs            5-8 hrs
2. Employee may use hands for repetitive:  
Single Grasping             Pushing and Pulling     Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:  
Yes                            No
4. Employee may need to:  
a. Bend                    Frequently            Occasionally            Not at all  
b. Squat                   Frequently            Occasionally            Not at all  
c. Climb Stairs           Frequently            Occasionally            Not at all  
d. Lift                      Frequently            Occasionally            Not at all
5. Lifting:  
 Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.  
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.  
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.  
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.  
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

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**Mandatory Child Abuse Reporting:** As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse. I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

**EMPLOYEE STATEMENT:**

*"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date