

JOB OPENING #338

2021-2022

INSTRUCTIONAL ASSISTANT (English Language Learners)

**Location: Cascade Junior High School
7 Hours/Day (Monday-Friday)**

DATE POSTED: June 7, 2021

DATE CLOSED: Open Until Filled

SALARY: Salary and benefits based on current district salary and collective bargaining agreement (Classification C - \$12.78 - \$16.27)

APPLICATION PROCEDURE:

1. Application through Frontline Recruiting & Hiring

COMMUNITY EXCELLENCE THROUGH EDUCATION

Cascade School District, USDA, and the State of Oregon are equal opportunity providers and employers.

If you require reasonable accommodations for the application/interview process, please call Human Resources at (503) 749-8010 or speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711.

POSITION DESCRIPTION

TITLE: INSTRUCTIONAL ASSISTANT (Emphasis on ELL)

TYPE: Classified

REPORTS TO: Building Administrator

POSITION SUMMARY:

Responsibilities include providing sheltered language support to beginning and early intermediate proficient second language students within the general education environment. Providing instructional support during literacy block and supporting sheltered instruction through a variety of teacher directed activities. May participate or deliver specific interventions to students as directed by the teacher, ELL teacher or literacy coach. Primary focus of this position is the limited English Language Proficient student and not support of the general classroom.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Obtained an associate's degree or higher; or meet a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and the ability to assist in the instruction of reading, writing and mathematics or the instruction in readiness for these subjects.
3. Fingerprint-based criminal history verification clearance.
4. Valid Oregon Driver's License.
5. Additional training or work experience with school-age children preferred.
6. ELL training preferred.
7. Highly skilled in reading, oral and written communication in English.
8. Fluent in Spanish, both written and spoken preferred.
9. Ability to work around and with children.
10. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents and staff.
11. After collaborating with teaching staff, implement best practices from collegiate experience for the purpose of benefitting student learning.
12. Ability to maintain confidentiality in performing assigned tasks.
13. May be required to obtain a First Aid Card.

ESSENTIAL FUNCTIONS:

1. Ability to work with children who have limited English proficiency.
2. Flexibility in learning new teaching strategies under the supervision of a licensed teacher.
3. Ability to work collaboratively with several licensed staff in supervisory roles.
4. Ability to support teacher's lessons by creating word walls, visuals, etc that have the explicit goal of aiding learning for limited English proficient learners.
5. Ability to work with students individually and in small groups.
6. Ability to collect data on interventions.
7. Communicate concerns regarding student learning to licensed teaching staff.
8. Provide supplemental classroom assistance as requested.
9. Participate in team meetings as requested by teachers, principals, or other licensed staff for the purpose of promoting student learning.
10. Perform other duties and assume other responsibilities as assigned by supervisor.

OTHER REQUIREMENTS:

1. Ability to work primarily indoors.
2. Ability to stand, walk, or sit on floor while working with students in the classroom or while supervising.
3. Ability to lift, carry or push objects of weight up to 50 lbs.
4. Manual dexterity to manipulate instructional materials, equipment, and physically disabled students.
5. Regular attendance at work and work activities is required.

TERMS OF EMPLOYMENT: 182 days

Salary and benefits based on current District Salary Schedule and collective bargaining agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.