

# GRESHAM-BARLOW SD 10J

## Educational Assistant - ELL, BHS/WOMS (1256)

### JOB POSTING

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#### Job Details

*Title* **Educational Assistant - ELL, BHS/WOMS**  
*Posting ID* **1256**  
*Description* **Posting Date:** November 27, 2017  
**Application Deadline:** In-District Bargaining Unit Members December 1, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.  
**Projected Start Date:** Approximately January 8, 2018. Exact date to be determined by the district.

**Educational Assistant - ELL**  
**Barlow High School/West Orient Middle School**  
**4 hours/day, 185 days/year**  
**Salary Range \$13.98 to \$19.89/hour**

**Qualifications: Bilingual English/Spanish preferred**

#### Job Summary:

The job of "Educational Assistant - ELL" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of English language learner (ELL) students; relieving teacher of routine clerical tasks; and serving as a resource to other school personnel requiring assistance with limited English speaking persons.

#### Essential Job Functions:

- Assists teachers for the purpose of implementing lesson plans
- Administers tests and language assessments under the guidance of a classroom teacher or resource teacher for the purpose of evaluating students language ability
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing of students' objectives
- Performs recordkeeping and basic clerical functions for the purpose of supporting teachers in maintaining students' files and providing classroom materials in the students' primary language
- Records student progress in language acquisition for the purpose of documenting student performance and maintaining updated records
- Translates verbal and written communication/s for the purpose of assisting students, staff and parents in communicating effectively
- Prompt and regular attendance

#### Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completing of their work activities as it relates to the ESL program
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, arranging for the transportation needs of students

#### Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience paid or volunteer with school age children
- Skills, Knowledge and/or Abilities Required: Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation and spelling. Knowledge of designated language (written and oral), principles of child development, instructional processes. Abilities to stand and

walk for prolonged periods, communicate effectively in both English and designated language, understand and carry out oral and written instructions, maintain confidentiality of student records, meet scheduled and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity.

- Education Required: Pursuant to federal guidelines, must meet No Child Left Behind highly qualified status
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, First Aid and Bloodborne Pathogen training

**Applicants with culturally diverse backgrounds are strongly encouraged to apply.**

\*All employees hired by the school district into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee.

This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

**Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.**

#### **EQUAL OPPORTUNITY EMPLOYER**

*Shift Type*

**Classified Part Time**

*Salary Range*

**\$13.98 - \$19.89 / Per Hour**

*Location*

**West Orient Middle School**

#### **Applications Accepted**

*Start Date*

**11/27/2017**