



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
Superintendent

CLASSIFIED JOB OPENINGS 2022-2023

Frazier Park School

POSITION: English Language Teaching Assistant
3.75 hrs/day
5 days/week
You do NOT have to be bilingual for this position!

LOCATION: Frazier Park Elementary School

SALARY RANGE: #5 \$15.59 to \$17.84 per hour

SELECTION PROCESS: Qualifications and suitability for the position will be assessed in an oral interview.

APPLICATION PROCEDURE: Interested personnel should send a letter of interest and application to:
El Tejon Unified School District Office
Attn: Sara Haflich.

PLEASE DO NOT REMOVE POSTING

You may also apply online at www.EdJoin.org

P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 322-1348 - (661) 248-6714 Fax
Email: district@mail.el-tejon.k12.ca.us

9/19/23

El Tejon Unified School District
English Language Teaching Assistant
Job Description

Purpose:

The EL Teaching Assistant will work under the direct supervision on the site principal for the purpose of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and assisting students by modeling the necessary skills to perform assignments.

Essential Functions:

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Ability to differentiate using English Language Development standards aligned with the curriculum.
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Implements, under the supervision of the teacher, instructional programs, and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Communicates with teachers and other district personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Promotes good study habits and student independence for the purpose of improving the quality of student outcomes.
- Attends meetings and in-service presentations as assigned for the purpose of acquiring and/or conveying information relative to job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent job related software applications; and basic mathematical skills (e.g. add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals, etc.)

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of English grammar and punctuation; age appropriate activities; health and safety standards.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with diverse groups; adapting to changing work priorities; working as part of a team; applying common sense understanding to carry out instructions; and effectively presenting information in one-to-one and group situations to students.

ENGLISH LANGUAGE TEACHING ASSISTANT JOB DESCRIPTION
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Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- | | |
|-----------------------------------|--|
| 1 = Seldom = Less than 25 percent | 3 = Often = 51-75 percent |
| 2 = Occasional = 25-50 percent | 4 = Very frequent = 76 percent and above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary Range: 5

Board Approved: 6/9/2021