

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: English Learner (EL) Newcomer Aide

Job Purpose Statement/s: Support English learners (EL), classroom teachers, other school staff, and EL community members with EL students' acquisition of survival and content-based vocabulary in core subject areas employing a variety of strategies and materials.

Essential Job Functions:

- Works with EL students to assist in development of survival and content based vocabulary.
- Assists teachers with implementation of supplemental materials appropriate for EL students' progress.
- Reinforces material initially introduced by classroom teacher for the purpose of improving EL students' learning.
- Confers with teachers and parents to discuss EL students' progress.

Other Job Functions:

- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Attends appropriate workshops/conferences for the purpose of ongoing training.
- Confers with classroom teachers and accepts direction for assisting with identified student needs.
- Administers tests and language assessments under the guidance of a classroom teacher or resource teacher for the purpose of determining student needs.
- Performs record keeping and basic clerical functions, scheduling, copying, etc. to assist teachers with monitoring of academic progress of EL students.
- Performs other job related duties as may be assigned.

Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- No Child Left Behind compliance.
- Prior job related experience, paid or volunteer, with multicultural environments and translation/interpretation.

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: English Learner (EL) Newcomer Aide

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions, communicate clearly and effectively, use English in both written and verbal form, use correct spelling, grammar and punctuation.
- Knowledge of standard office equipment, computer applications to complete essential job functions.
- Abilities to sit for prolonged periods; work with constant interruptions; understand and carry out oral and written instruction; interact with persons of different age groups and cultural backgrounds; learn new procedures. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

Reports To: Site Administrator and/or other designated administrator/coordinator

Work Year: 180 days

Salary Placement: CSEA Salary Schedule
Range 8

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Board Approved: June 13, 2006