

**Instructional Technician - ESL/Migrant**

**Purpose Statement**

The job of Instructional Technician - ESL/Migrant is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the assessment of students' English language acquisition from their native language; administering tests; performing classroom clerical tasks and serving as a resource to other school personnel requiring assistance with non-English speaking persons.

This job is distinguished from similar jobs by the following characteristics: This position is similar to other lane 1 instructional technicians with the exception that they work with English language learners. This position is similar to an ESL/Migrant Liaison with the exception that make limited home visits.

This job reports to the School Administrator and District ESL Specialist

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**Essential Functions**

- Administers tests, homework assignments, make-up work, etc. (e.g. quick informal assessments, WIDA-Access, assists with accommodations on end of level assessments, etc.) for the purpose of supporting teachers in the classroom.
- Assists students, individually or in groups, with lesson assignments under the direction of a certified teacher 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.
- Maintains ESL documents and student folders for the purpose of providing accurate documentation for instructional planning and program compliance.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Translates verbal and written communication(s) (e.g. IEPs, SEOPs, Back to School Nights, Parent Teacher Conferences, and meetings requested by school administrators and other school personnel, etc.) for the purpose of assisting students, teachers and parents in communicating.

**Other Functions**

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: translating written documents; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation in both English and Second Language; age appropriate activities.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency and establishing and maintaining effective working relationships; have the ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Must be bilingual English/Spanish

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

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