

VALDEZ CITY SCHOOL DISTRICT

TITLE: Language Program Aide

REQUIRED QUALIFICATIONS:

- Eligible to meet Federally Qualified Aide/Paraprofessional criteria (2 year degree; or 48 college credits; or passing score on the ParaPro Exam).
- Fluency in the English language.
- Strong communication skills, both written and oral in the English Language.

PREFERRED QUALIFICATIONS:

- Bilingual/ESL training preferred, but not required.
- Experience working in an instructional classroom setting.
- Experience working with Elementary age students.

REPORTS TO:

- Special Programs Coordinator
- Building Principal

JOB GOALS:

To plan and implement instruction:

- To assist bilingual students in developing English Language proficiency in listening, speaking, reading, and writing measured by the IDEA Proficiency tests (IPT) or State of Alaska identified assessment instrument.
- To assist bilingual students in developing the vocabulary and thinking processes necessary to comprehend age-appropriate academic concepts as measured by the standardized tests and the Alaska Benchmark Exams.

PERFORMANCE RESPONSIBILITIES:

- Assist with the administration of the IPT tests, or other assessments at appropriate times to assess English language proficiency.
- Provide language instruction through content tutoring at the direction of the classroom teacher.

- Provide ESL instruction as prescribed by program materials and format.
- Maintain a log of services to student(s).
- Collaborate with the classroom teacher to develop student goals.
- Participate in child study meetings when requested.
- Assist/organize activities to support multicultural education: project and nurture ethnic pride and healthy cross-cultural perspective.
- Participate in training as provided by the District when required.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

- Part-time, temporary position. No benefits included.
- Salary Grade Level B - \$15.67 Hour / 17.5 hours per week
- Salary and benefits established yearly by School Board of Education.

EVALUATION:

- Position shall be evaluated no later than May 30th of each year, by the Building Administrator with input from the Special Programs Coordinator.

Revised 1-11-2010