



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Instructional Assistant for ESL
Department: Language Arts
Reports To: Principal/ESL Supervisor
Salary Guide: WWPSA; 10 Month Contract
Prepared Date: 14 June 2022

Position Summary: Assists the certificated general education classroom teacher with preparation and implementation of the comprehensive program of language arts instruction for all pupils. Promotes the achievement of educational goals and learning objectives as according to the language arts program.

Qualifications: Instructional assistants for ESL must hold a high school diploma and 60 credits from an accredited college or university. Associates degree preferred. Fluency in the language is required, certification in the language content area is a plus. Knowledge and understanding of child growth and development and of appropriate classroom practices is essential.

Essential Duties and Responsibilities:

- Assists the classroom teacher in the delivery of an effective instructional program.
- Works with individual students or small groups of students to reinforce learning of skills initially introduced by the teacher.
- Assists the teacher in strategies for reinforcing material or skills based on understanding of individual students, and their needs, interests, and abilities.
- Checks student notebooks and supervises testing and makeup work, as assigned by the teacher.
- Guides independent study, enrichment work, and remedial work as assigned by the classroom teacher.
- Assists with large group activities, such as mini-lessons, read alouds, and storytelling.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- Alerts the teacher to any problems or special information about the students.
- Maintains confidentiality of information about students.
- Distributes and collects workbooks, paper, and other materials for instruction, as assigned by the teacher.
- Helps students master equipment or instructional materials assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Helps students with their clothing, snack time routine, cleanup routines, and toileting activities.
- Participates in in-service training, as scheduled.

- Performs any other duties or tasks that may be assigned by the teacher or principal.

TECHNOLOGY SKILLS

Proficient in software applications pertinent to role, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, personnel database software, IEP software program, Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands include: occasional bending, pushing, and moving; lifting of objects with a strength factor of light work; dexterity of hands and fingers to operate a variety of standard office equipment; clarity of vision at varying distances to monitor student's behavior during classroom activities; verbal, auditory, and written capabilities to effectively communicate in an articulate manner; and stooping, kneeling, lifting and standing for extended periods of time. CPR and First Aid certification may also be required.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 6/14/2022

Certified by: C. J. Comella
Director of Human Resources