

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

ELL/Bilingual Aide

CLASSIFICATION:

Administrator:

GEEA

ESP:

X AFSCME

 EXEMPT

DEPARTMENT:

Teaching, Learning, Accountability

REPORTS TO:

- ELL/Bilingual Teacher
- Building Principal

GENERAL RESPONSIBILITIES

The ELL/Bilingual Aide assists the ELL/Bilingual teacher in meeting the educational needs of students who have limited command of the English language and/or do not have English as their primary language and are enrolled in a any ELL/or Bilingual Program.

ESSENTIAL JOB FUNCTIONS

- Assists the ELL/Bilingual teacher, under their supervision, with the instruction and supervision for the students through the course of the student day providing students with assistance in laboratories, washrooms, playgrounds, gymnasium, lunchroom, libraries, on field trips and all other education settings as determined by the ELL/Bilingual teacher
- Assists ELL/Bilingual students in understanding social and cultural mores of the American culture.
- Provides reinforcement to individual or groups of students of material initially taught by the bilingual teacher.
- Responsible for guiding any independent study, enrichment work, and remedial work set up by the ELL/Bilingual teacher.
- Under supervising teacher, assists in adapting appropriate instructional materials for ELL/Bilingual students, including translating instructional materials, as needed.
- Assists the ELL/Bilingual teacher with preparing instructional materials, making copies, classroom displays and bulletin boards.
- Assists the ELL/Bilingual teacher in tracking student progress.
- Attends team meetings as requested.
- Interfaces with all levels of the school.

KNOWLEDGE AND SKILLS

- Requires knowledge of classroom environment and school curriculum.
- Speaking, reading, and writing proficiency in both English and the identified second language preferred.
- Must have oral and written communication skills and basic computer skills.
- Requires an understanding of confidentiality.
- Requires strong interpersonal and organizational skills.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent required.
- Must hold a valid Illinois State Aide Certificate.

EVALUATION

- Building Principal or Assistant Principal will evaluate annually in conjunction with ELL/Bilingual teacher.

DIRECT REPORTS TO THIS POSITION

- Not applicable.

WORK YEAR

- 10 month.

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).			X	
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.			X	
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature