

## MADISON COUNTY SCHOOLS

### Job Description

**CLASS TITLE: ESL PROGRAM ASSISTANT**

**REPORTS TO:** Coordinator of ESL & Migrant Services

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Perform routine clerical duties in support of the program; assist coordinator(s), principals, and others in the implementation of program objectives and activities.

**REPRESENTATIVE DUTIES:**

- Perform responsible duties in support of a specific program at the District or school site level.
- Work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
- Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
- Provide input to District-wide reports for an assigned program; monitor program budget as directed.
- Monitor files and records regarding participants, students, parents, proper statistics and data and other matters.
- Review and monitor program as assigned at specific sites; make classroom observations, diagnose problems and provide for proper resolution.
- Represent the assigned program at District, school and community meetings and conferences as directed.
- Analyze program material and provide input for modification as required; review application from participants and determine program eligibility.
- Research, collect and compile data as directed to develop reports; analyze data and suggest implications.
- Maintain regular attendance.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

**ABILITY TO:**

- Assist with responsible duties for the ESL program.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.

- Operate a computer terminal.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and time lines.

#### **PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and three years instructional experience including at least one year in the area of specialty.