TITLE: **EL Language Support Personnel**

QUALIFICATIONS:

- High School Diploma
- Bilingual preferred
- Obtain ODE Educational Aide Permit after employment is approved.

REPORTS TO: Supervisor

JOB GOAL: To provide support to Native Language Speaking students and assist classroom teachers with instructional support to enhance academic achievement of students.

ESSENTIAL FUNCTIONS:

1. Must be able to act as a bilingual interpreter/translator in the target language for the staff and limited English proficient student and family. The candidate must be able to contact a family by phone as needed, regarding various concerns. The candidate must be able to translate/interpret all forms in the target language.
2. Can administer assessments of language proficiency such as initial assessments and annual assessments requires by the state.
3. Must provide in-class instruction as directed by teacher utilizing native language supports
4. Must be flexible and dependable while maintaining confidentiality of students and families
5. Have good collaboration skills to work with mainstream teachers, EL staff, and other staff members in the school.
6. Maintain classroom management of small groups of students in the target language.
7. Must be able to communicate clearly in target language and in English in the domains of reading, writing, listening, and speaking.
8. Adheres to all HCESC policies as outlined in the employee handbook
9. Conduct yourself with proper interpreter protocol (adhering to what was said, not interjecting your thoughts, speaking respectfully and directly to persons involved).
10. Supports and advocates for students in the classroom, school, and the community.
11. Accompanies students on field trips and in community training and inclusive settings.
12. Provide professional development to staff on the role of Native Language Supports personnel
13. Participate in student staffing, and educational team meetings for tiers of intervention support.
14. Must satisfy all job-related training and attendance requirements.

TERMS OF EMPLOYMENT

Shall be appointed to a limited contract with the number of work days established by the employment contract. Salary to be established by the Board.

EVALUATION:
EL Language Support Personnel performance will be evaluated in accordance with the provisions of the Board's evaluation policy.

EL Language Support Personnel

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:

F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS:

Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description)

F, O,N	PHYSICAL REQUIREMENT DESCRIPTION
O	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist as required on a daily basis.
F	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
O	**Crawling:** Moving about on hands and knees or hands and feet as required on a daily basis.
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
F	**Moderate Carrying:** Items weighing 15 to 44 pounds
F	**Heavy Carrying:** Items weighing 45 pounds and over
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
F	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
O	**Kneeling:** Bending legs at knees to come to rest on one or both knees (1-2 hours per day)
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
F	**Moderate Lifting:** Objects 15 – 44 pounds
F	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Enough to be able to get out of own vehicle and walk in and out of school, community environments.

O	**Pulling Hand over Hand:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion as required on a daily basis.
O	**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward as required on a daily basis.
F	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
F	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
F	**Sitting:** Particularly for sustained periods of time
F	**Standing:** as required on a daily basis.
F	**Walking:** Moving about on foot, particularly for long distances as required on a daily basis.
F	**Visual Requirement:** Enough to Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print and long distances.
F	**Hearing Requirement:** Enough to: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation
	Other Physical Requirements: Describe:

MENTAL REQUIREMENTS:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis

F	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoke word, communicating orally with others accurately, loudly, and quickly
N	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
N	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
	No mathematical ability is required
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
F	Ability to compute, analyze, and interpret numerical data for reporting purposes
N	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
F	Is exposed to excessive noise. Braille production printers.
O	Is around moving machinery
O	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, radiation, microwave (circle). Dust, fumes, microwave.
F	Drives motorized equipment
F	Works in confined quarters
	DEVICE OPERATION:
	List all computers, peripherals, and other hardware required to perform this job: Braille workstations, laptops, student braille writers.
	List all computer software required to perform this job: KB, JAWS, Keyboarding software, Zoomtext.
	List all office machines required to perform this job: Xerox.
	List all vehicles that must be operated to perform this job: Car.
	List any other machines (including heavy equipment) required to perform this job:
	List all tools involving manipulation that are required to perform this job:

Indicate any additional pertinent information about the requirements for this job that have not been previously addressed on this questionnaire: