

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 45

CLASS TITLE: ESL INSTRUCTIONAL SUPPORT ASSISTANT

BASIC FUNCTION: This position is responsible for orientation and training of ESL classroom aides as well as to support ESL Instructional services with grant-related tasks such as data collection, mandated assessments, and materials/resource development.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Trains new classroom aides in performance assessment techniques used in the department such as standardized Comprehensive Adult Student Assessment System (CASAS) testing and El Civics for the WIA Title II (231) grant.

Provides orientation and training for new aides in the procedures of CASAS data collection.

Checks CASAS forms submitted by students to ensure information is accurate

Acts as a team leader for a group of same level instructional aides to ensure quality of performance.

Facilitates use of ESL programs, software, labs, and online resources for ESL students in the classroom and in the computer labs.

Helps ESL students find suitable materials and monitors check-out of books from the ESL Library.

Assists the ESL Instructional Support Manager with organization and sharing of supplemental materials used in the classroom by instructors.

Organizes and maintains up-to-date inventory of resources for instructors such as student portfolios, various ESL rubrics, and test forms.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies and procedures

Electronic data processing procedures and applications

Interpersonal skills using tact, patience, and courtesy

Computer literacy; various software applications

Organization, operations, policies and objectives

Record keeping techniques

Effective oral and written communication skills

Proposed April 2011

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain effective working relationships with others

Operate computer equipment and various applications

Excellent written and oral communication

Employ organizational skills

Work independently with little direction

Work in a culturally and linguistically diverse environment

Converse in a language other than English (bilingual skills preferred, but not required)

Plan, organize and prioritize work

Understand and follow oral and written directions

Communicate effectively, both orally and in writing

EDUCATION AND EXPERIENCE:

High school diploma and six month office experience preferably in an ESL environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Fast paced environment during certain times of the school year.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Repetitive use of upper extremities including hand coordination activities.

Ability to lift 25 lbs.