



Educational Assistant - ELL

BASIC FUNCTION

The Bilingual Educational Assistant provides designated supporting services to a classroom teacher or teaching staff responsible for students in classrooms, resource centers or other school and school related areas including tutoring ESL and bilingual students in the mainstream classroom.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Supports the instruction of ELL students in English and/or native language under the supervision of a certified, licensed teacher.
- Assist, promote and supports family involvement communication between family and the school (e.g., attendance).
- Support instruction in native language literacy where appropriate.
- Provide translations and interpretation services as appropriate, with the time provided during their scheduled working hours.
- Attends meetings including parent conferences, evening activities, home visits and ESL/Bilingual Education department meetings.
- Other duties as required

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

EDUCATION AND EXPERIENCE

- Two (2) years, full time, college coursework to meet the Every Student Succeeds Act (ESSA). (Official Transcripts required at time of hire)
- Experience working with ESL/Bilingual students.
- Experience working with ESL/Bilingual parents.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

KNOWLEDGE AND ABILITIES

- Bilingual fluency in the language (Vietnamese, Russian, Spanish, etc.) and cultural competence.
- Training in Content Area Methodology.
- Demonstrate standards of moral character and behavior as required of teachers (e.g., to serve as an effective role model for students).

- Ability to work with children and families from a low-income background and with who English is a second language.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: PFSP
Salary Grade: Per Contract

Approval Date: 08/23/06

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.