

**Enterprise Elementary School District  
Job Description**

**Job Title:** English Language Development Aide  
(Classified Position)  
**Department:** Instructional Services  
**Reports To:** Director of Human Resources  
**Range:** B  
**Prepared By:** Human Resources Clerk  
**Revised Date:** January 10, 2003  
**Approved By:** Board of Education  
**Approved Date:** February 5, 2003

**SUMMARY-** Under the supervision of the Director of Human Resources or his or her designee, working closely with the ELD Resource teacher; provides English Language Education services to English learners in the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

The ELD aide may be assigned to any school(s) in the District where students eligible for service attend; may be assigned to work independently with individuals or small groups of students on language acquisition skills or on specific classroom assignments; must be able to keep appropriate records and work cooperatively with staff members and principals; must be able to take direction in a competent manner, file reports, and perform other duties which relate reasonably to the assignment.

**QUALIFICATIONS-** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE-** A high school diploma or general education degree (GED). Effective 01/01/03, any schools in the Enterprise Elementary School District where the paraprofessionals are funded by Title I, two years of college education with 48 college credits, or an AA degree, or the passing of a state approved assessment proficiency test, is required. Applicable experience, education, or training related to either working with persons with limited English proficiency or working with groups of children in a small group setting. Ability to understand and follow oral and written instruction; ability to perform simple clerical work and maintain harmonious working relationships with teachers, other employees, students, and parents.

**LANGUAGE SKILLS-** Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, parents, and other employees.

**MATHEMATICAL SKILLS-** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY-** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.


**CERTIFICATES, LICENSES, REGISTRATIONS-** Effective 01/01/03, AA degree or 48 college units; or certificate of passage of state authorized proficiency examination for any paraprofessional whose position is funded by Title I; Instructional Aide Proficiency Certificate from Shasta County Office of Education.

**PHYSICAL DEMANDS-** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision for paperwork, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT-** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

  
\_\_\_\_\_  
CSEA President

1-16-03  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Human Resources

1-17-03  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Approval (Clerk)

2-05-03  
\_\_\_\_\_  
Date