

LANGUAGE ASSISTANT

PURPOSE:

This position assists the English as an Additional Language (EAL) teacher to plan and deliver programs to English Language Learners (ELLs). They facilitate the ELLs to acquire Basic Interpersonal Communication Skills (BICS) and Cognitive Academic Language Proficiency (CALP) so that ELLs can function effectively socially and academically in the school setting, and ultimately to become engaged citizens in society.

This position reports directly to the teacher and indirectly to the Principal.

DUTIES AND RESPONSIBILITIES:

- ⇒ Assist to plan and deliver English as An Additional Language (EAL) program to students, in an individual and small group setting.
- ⇒ Maintain records and documentation and provide recommendations to the supervising teacher and teachers of ELL students.
- ⇒ Assist the teacher, as needed, with tasks such as assessing students, the registration orientation process, general organization, etc.
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 and at least one year of related post-secondary education leading to TESOL/TESL or equivalent certificate from a recognized institution as approved by the Board of Education.
- ⇒ Experience teaching Basic Interpersonal Communication and Academic English to students in K-8 and/or 9-12 to individuals from a variety of cultural backgrounds would be an asset.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Must possess and maintain a valid driver's licence.

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Working knowledge of a variety of English language learning techniques, methods, and resources.
- ⇒ General understanding of the range of challenges and basic needs the new arrivals to Canada tend to have.
- ⇒ Ability to collect appropriate resources and to implement, program, and assess student progress within prescribed programs.
- ⇒ Skill in speaking with persons of various social, cultural, economic and educational backgrounds.
- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- ⇒ Possess strong organizational skills and be able to prioritize multiple demands.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the supervisor.
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position.

ADDITIONAL INFORMATION:

- ⇒ This position involves travel to various schools and therefore a reliable vehicle and driver's licence is required.
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.