

School Assistant - ESL

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OVERVIEW

The School Assistant – English as a Second Language (ESL) reports to the Principal but may perform services for and take day to day direction from one or more teachers. As a cultural interpreter, the incumbent assists students dealing with the dominant culture.

POSITION DESCRIPTION SCHOOL ASSISTANT - ESL

SAE - 1

Assists teachers in providing instruction to students of different cultures and assists them in dealing with the dominant culture of the society in which they live.

SAE - 2

Acts as a role model and cultural interpreter.

SAE - 3

Assists teachers by communicating to parents/guardians in English and the student's language.

SAE - 4

Increases staff and student awareness of cultural differences and advocates for inclusive practices in the school.

SAE - 5

Assists the teacher in using alternatives to oral and written language by guiding students in complimentary activities such as art, music and dance.

SAE - 6

Assists with establishing social orientation and educational programs in response to the needs of the ethnic communities.

SAE - 7

Sets up, operates and instructs others in the use of equipment such as audio visual equipment, computers, photocopiers, fax machines, paper cutters and others as required.

SAE - 8

Guides students in the use of various computer programs.

SAE - 9

Prepares and duplicates a variety of classroom aids and materials such as charts and transparencies; collates and sorts materials such as student handbooks, course books and newsletters.

SAE - 10

Participates in and provides supervision for activities such as field trips and physical education.

SAE - 11

Posts information on bulletin boards, schedules or monthly calendars and creates bulletin board displays.

SAE - 12

Provides assistance to students and notifies parents of injury and illness and performs assigned duties during fire/earthquake drills.

SAE - 13

Provides administrative support to International Student Program (ISP) and school staff. Processes student data reports. Coordinates the preparation and archiving of international student report cards.

SAE - 14

Helps students prepare applications for travel, transcripts, and other documentation.

SAE - 15

Facilitates communication between homestay coordinator, students and school staff.

SAE - 16

Lifts and moves supplies and equipment up to 18 kg (40 lbs) on an occasional basis.

SAE - 17

Performs other assigned comparable or transient duties that are within the area of knowledge and skills required by the job description.

**QUALIFICATIONS
SCHOOL ASSISTANT – ESL**

<p>EDUCATION</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent</p> <p><i>OTHER RELATED COURSES</i></p> <p>First Aid, CPR, or equivalent child safe courses</p>
<p>EXPERIENCE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>One (1) year experience with specific cultures/languages</p> <p>Language proficiency related to students requiring support</p> <p><i>SPECIFIC REQUIREMENTS</i></p> <p>Experience in a school setting</p>
<p>KNOWLEDGE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Sufficient knowledge of computers and related educational technology to guide students</p> <p>Knowledge of inclusion and integration principles</p> <p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Basic knowledge of conflict resolution methods</p> <p>Basic knowledge of classroom procedures</p> <p>Broad knowledge of other cultures related to students requiring support</p>
<p>SKILLS AND ABILITIES</p>	<p><i>JOB SPECIFIC REQUIREMENTS</i></p> <p>Proficiency in English</p> <p>Proficiency in the language that is required to support the ESL student population</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to maintain the confidentiality of information</p>

	<p>heard and seen</p> <p>Patience</p> <p>Flexibility</p> <p>Responsibility</p> <p>Effective written and oral communication skills including the ability to relate to students, staff, parents, professionals and other members of the public and to request and convey information in an appropriate manner</p> <p>Ability to work in a team/school setting</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to supervise students indoors and outdoors</p> <p>Ability to apply conflict resolution skills</p> <p>Ability to work with a variety of cultural/language backgrounds of ESL students</p> <p>Ability to document and summarize information</p> <p>Ability to apply appropriate methods, procedures and policies</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Ability to ensure accuracy and reliability of data and/or quality of assignments</p> <p>Ability to pay attention to detail</p> <p>Ability to manage time appropriately</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to lift up to 18 kg (40 lbs) and operate related equipment</p>

	Able to perform related physical and mental activities Able to work in a highly active physical environment
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Reviewed: June 2019