

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

|                    |  |                        |                     |
|--------------------|--|------------------------|---------------------|
| <b>TITLE:</b>      | English as a Second Language Assistant | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Various schools                        | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt                             | <b>SALARY GRADE:</b>   | 020<br>PARA         |
| <b>REVISED:</b>    | July 1, 2005                           |                        |                     |

---

**BASIC FUNCTION:**

Provide assistance to the E.S.L. instructional program in school classrooms and in "pull-out" situations.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Tutor individual pupils or groups of pupils in English and in the pupil's primary language as directed by the classroom teacher. **E**

Assist in conducting home language surveys. **E**

May assist in assessing pupils' proficiencies in English and the primary language.

Prepare and maintain appropriate second language records and rosters. **E**

Assist with parent communication and translations regarding second language program and related activities. **E**

Arrange bulletin boards and other displays. **E**

Prepare and assist in instructing pupils in the use of a variety of supplementary instructional materials and audio-visual aids, following the teacher's plan. **E**

Administer, score, and record grades of tests. **E**

Oversee and perform cleanup activities. **E**

Supervise pupils at assemblies, on field trips, and in the lunch or play areas. **E**

Maintain class rolls, attendance, and other records. **E**

Operate audiovisual equipment. **E**

Participate in staff development programs as directed. **E**

Gather, check, compile, and prepare data for statistical and operational reports. **E**

May train and direct pupil monitors.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

High school diploma/GED and a passing score on the San Diego City Schools Classroom Assistant Proficiency Exam (CAPE) **or** an Associate's Degree (or higher) **or** 48 or more eligible units of coursework at a recognized college or university.

**LICENSING AND OTHER REQUIREMENTS:**

Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Instructional/tutorial procedures and practices.  
Reading and writing English communication skills.

**ABILITY TO:**

Communicate with and understand the needs of pupils.  
Establish and maintain effective working relationships with others.  
Plan and organize work to meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, classroom and outdoor settings.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

Job Code 6471  
PH