

JOB DESCRIPTION

Wood Dale School District 7

TITLE: ELL Program Assistant

QUALIFICATIONS:

1. High School Diploma, Bachelor's Degree with teaching certification preferred.
2. Ability to fluently speak, read, and write Spanish or Polish, preferred
3. Willingness to work cooperatively with others and assist with a variety of tasks
4. Ability to work independently
5. Ability to meet deadlines
6. Ability to learn new tasks quickly
7. Ability to maintain an accurate and efficient filing system
8. Strong organizational and communication skills
9. Ability to maintain confidentiality
10. Ability to think and act flexibly

REPORTS TO: ELL Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Provide clerical support with ELL documentation and reports
2. Communicate with teachers and parents regarding paperwork for the ELL program
3. Responsible for accurate records and documentation for ELL students
4. Enter and retrieve information from the student information system
5. Follow up with employees and parents in a professional manner
6. Maintain a well-organized and effective office area
7. Meet deadlines
8. Help ensure orderly flow of required paperwork
9. Other duties as assigned

EVALUATION: Performance of this job will be evaluated annually accordance with provisions of the Board's policy on Evaluation of Educational Support Personnel.

TERMS OF EMPLOYMENT: 12 months, part-time, with flexible hours and days, not to exceed 275 hours annually.