

Job Description
La Porte Community School Corporation

JOB TITLE: English as a New Language Tutor

IMMEDIATE SUPERVISOR: Assistant Superintendent for Curriculum or designee.

SUMMARY: This is a 30 hour per week position in which the tutor will work at assigned elementary school(s). The person will be responsible for working with classroom teachers and the ENL teacher to help assist students for whom English is a second language. Bilingual experience and/or knowledge of Spanish is very desirable for this position.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Plan and implement a schedule, within the assigned elementary school, to work with ENL students
2. Become familiar with the core curriculum for each elementary grade level for which the tutor has students
3. Become familiar with the essential skills for each elementary grade level for which the tutor has students.
4. Utilize ENL strategies to assist with grade level essential skills and to promote the ENL curriculum.
5. Work within the ENL curriculum for the Elementary Program, assisting teachers within and outside of the classroom with ENL students.
6. Assist La Porte High School ENL tutors within the elementary building
7. Attend pertinent meetings as directed by the ENL supervisor(s) and ENL teacher.
8. Attend training in ENL techniques and methodology when provided.

Qualification. Requirements: To perform this job successfully, an individual must be able to perform each essential function 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 that is Required:

High School Diploma or GED

Passing Score on ParaPro Exam (Effective August 1, 2005)

Experience as a tutor in the field of English as a New Language preferred but not required.

Two years of college is *preferred*

Language Skills:

Ability to read and interpret textbooks and / or teacher guides, Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization. Proficient in Spanish and/or other languages in addition to English.

Mathematical Skills:

Ability to work with mathematical concepts appropriate to the students' grade level. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair and on the floor; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers, various computer programs, copy machine.

Work Environment:

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

The noise level in the work environment is usually moderate.