**Job Title**: Program Assistant – World Languages

**Summary**: The responsibility of the World Languages Program Assistant is to work closely with staff in assisting to achieve individual student academic and personal objectives in order to become responsible and successful adults.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Assist educators in implementing classroom/computer lab goals and objectives.
* Collaborate with educators and case managers for student evaluations.
* Assist individual students within regular classes, study hall, study periods and those who attend the Academic Skills Center as needed.
* Monitor students’ homework completion.
* Observe and monitor students’ behavior then report and advise instructors on the issues at hand.
* Translate materials used specifically for classroom instruction.
* Assists the Clerk – World Languages as assigned by the Director of the Bilingual Education Program/World Languages Division Head.
* Interpret for ESL Bilingual staff during the school day including student reviews, phone calls, etc.
* Interpret for fall and spring parent conferences.

**Supervisory Responsibilities**: None

**Education, Certification, and Experience**:

* ISBE teaching certificate or paraprofessional letter of approval
* Possess adequate content knowledge to assist high school level students with their coursework.

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to communicate effectively and accurately, both orally and in writing, in Spanish
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | O | Push/Pull under 10 lbs. | S | See | F | Twist | S |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | S |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 191 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_X\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_\_\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Division Head of World Languages

**Classification**: \_\_\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_X\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_X\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_\_\_ Exempt from overtime under the Fair Labor Standards Act