

ONEONTA CITY SCHOOLS
Office of the Superintendent
28370 State Highway 75, Oneonta, AL 35121
205-543-1515

JOB POSTINGS for 2022-2023 School Year
Job Posted: July 20, 2022

Title:

EL Instructional Aide

Application Closing Date:

Until filled

Qualifications: Must have the technical skills and personal attributes to complete all duties related to job (job description provided during application process).

Contract Terms: Determined by OCS salary schedule, 182 day contract.

Salary: Salary is based on appropriate step on the approved salary schedule.

Performance

Responsibilities: Carry out all duties related to job as assigned by Supervisor.

Applications are accepted through ALSDE Teach In Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for this position and application should be updated.

To be considered, complete applications should include a copy of the certification and college transcript or appropriate alternative qualifications.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205) 543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS
JOB DESCRIPTION / POSITION POSTING**

POSITION TITLE: EL Instructional Aide

QUALIFICATIONS: Hold an Associate's Degree as related to the position or demonstrate aptitude for the work to be performed. Bilingual preferred. Such alternatives to the qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principals and Teachers

JOB GOAL: To assist the school staff, teachers, students and parent with providing translation and other EL services for the supervision, discipline, organization, and instruction to students or school functions.

SUPERVISES: Students

ESSENTIAL FUNCTIONS:

1. Attend school during assigned hours.
2. Adhere to school system rules, administration procedures, local board policy, and state and federal rules and regulations.
3. Attend faculty and other assigned meetings.
4. Participate in the State Board and system required in-service and professional development.
5. Follow administrative and teacher directives.
6. Provide translation services and EL services for students and parents.
7. Communicate concerns and requests to teacher in an appropriate and timely manner.
8. Perform clerical tasks and maintain individual records for students as necessary.
9. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.

PERFORMANCE RESPONSIBILITIES: Responsibilities include any duties assigned by administration or their representative, but will likely include the following:

1. Assists teachers, staff, students and parents in providing translation and EL services.
2. Assist teachers in providing supervision, discipline, organization, and instruction to students and performs specific duties or specialized tasks as assigned.
3. Assists in establishing and maintaining standards of student behavior.
4. Assists teachers in creating an environment that is conducive to learning and appropriate to the maturity and interest of the students.
5. Provides assistance with instructional activities to children as necessary.
6. Setup, maintain and supervise the use, care and inventory of school provided equipment.
7. Assists in implementing all policies and rules governing student life and conduct.
8. Exhibit positive human relations skills.
9. Demonstrate proficiency in written and oral communication.
10. Demonstrate professional ethics.
11. Demonstrate competency in the use of computers and available technology.
12. Contribute to the overall development of an effective school program.
13. Perform reasonable duties necessary for the safe and effective operation of the school.
14. Perform other duties as might be reasonably assigned by the Principal or Superintendent or by direction of the Board.

TERMS OF EMPLOYMENT: 182 days.

SALARY: Salary listed on the OCS Salary Schedule.

EVALUATION: Oneonta Board of Education Personnel Evaluation Plan