

WELD COUNTY RE-3(J) Job Description



Position Title: Aide – Instructional/ELL (English Language Learner) & MEGA (Migrant Education Graduation Advocate)

Department: Secondary Schools (Middle School and Senior High)

Reports to: Building Principal and ELL Teacher

General Purpose: Under the direction of a licensed teacher, responsible for assisting with the supervision of students in the teacher's absence, assisting with providing instruction or reinforcing curriculum with students, performing clerical work, reading to students and/or administering assessments. Responsible for addressing, reducing and eliminating barriers to the academic success of migrant students.

Duties/Responsibilities:

- Assist with the monitoring of students while they work at their desks, work with small groups of students as assigned, and monitor independent work by students in the classroom
- Supervision of students – may include supervision on the playground before school, after school, during lunch, at recess, and at other times as directed
- Attend professional meetings and complete training courses as needed
- Perform clerical duties as assigned
- Perform record keeping tasks
- Coverage for other aide positions in emergency situations
- MEGA (Migrant Education Graduation Advocate) responsibilities:
 - Provide leadership to improve the educational experience of migrant students
 - Meet bi-weekly with migrant students to create individual graduation plans, monitor grades, attendance, and other educational concerns
 - Provide direction and support for students and families in need of educational services
 - Network with community agencies to assist students and families
 - Maintain all required records, forms and files required
 - Work with Out of School Youth who are migrant
 - Provide opportunities for parent involvement
 - Home visits
- Perform other duties as may be assigned by the supervisor(s)
- Such alternatives to the above duties as the administration may find appropriate and acceptable

Supervisory Duties:

- None

Job Qualifications:

Knowledge, skill & ability:

- Must be able to speak, read and understand English
- Bilingual (English/Spanish) required

Job Qualifications (continued):

- Must have ability to relate well with children, other district staff, migrant families and community members
- Knowledge and experience working with youth preferred
- Strong communication skills with employees (school and district), parents, and students - able to generate positive relations and morale
- Must have reliable transportation and willingness to work a flexible schedule – occasional evening and weekend work required
- Highly motivated and results oriented
- Possess skills to learn quickly
- Self-directed, displays problem solving abilities
- Ability to use and have an operating knowledge of computers
- Demonstrate aptitude and competence in organizational and instructional skills
- Must adhere to district policies and the strategic plan

Education or formal training:

- High school diploma or GED
- Proof of either an Associate’s Degree or 2 years (48 credit hours) at an institute of higher education, or the ability to pass the local assessment
- Valid Colorado driver’s license
- Adequate vehicle insurance

Experience:

- Technology experience and training preferred
- Previous work with youth and migrant populations preferred

Material and equipment directly used:

- Computer, printers, scanners, wireless networks
- Internet hardware and software
- Personal vehicle
- This is not an all inclusive list

Working environment/physical activities:

- Daily routine could include lifting, pushing, pulling, bending, stooping, wiping, standing
- Must be able to lift and carry 25 pounds at distances up to 100 feet
- Must be able to work in a variety of temperatures
- Dress appropriately for job conditions and per district policy
- Daily outside work possible

Terms of Employment:

- Primary work is days
- School District Comprehensive Benefits – please refer to Board Policies, current salary schedule and summary sheet
- 7 hours per day for 173 days per year

Terms of Employment (continued):

- This position is that of an “at will” employee. Employment is subject to approval or ratification of a Letter of Employment by the Board of Education and may be terminated by either party with or without cause at any time

Evaluation: Performance of this job will be evaluated by the building Principal

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.