



# Nantucket Community School

## Job Description

<b>TITLE:</b>	<b>ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) TEACHER ASSISTANT</b>
<b>REPORTS TO:</b>	Adult Education Coordinator
<b>TERMS OF EMPLOYMENT:</b>	This is a per-session contract paid position. There are two 10-week sessions beginning in September. Classes are conducted from 6:00 -7:30 PM on Tuesdays and Thursdays with three hours of instruction per week and one hour of weekly preparation time.
<b>JOB SUMMARY:</b>	The ESOL Teacher Assistant provides classroom support for ESOL instructors as they guide the class through a lesson by preparing materials, interacting with students, and supervising projects. Helps to provide English instruction to adult students whose primary language is not English. The ESOL teacher assistant is expected to work with other instructors to share the responsibilities of preparing lesson plans and implementing instruction for Adult English as a Second Language Class on all levels.
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Proficiency in English.</li><li>• Proficiency in Spanish or Portuguese is preferred.</li><li>• Ability to establish and maintain effective working relationships with others.</li><li>• Ability to converse with members of the public pleasantly and effectively.</li></ul>
<b>DUTIES AND RESPONSIBILITIES:</b>	<ol style="list-style-type: none"><li>1. Provides ongoing feedback to students and instructors</li><li>2. Helps to analyze student progress to identify areas for improvement</li><li>3. Attends staff development, training, and professional activities to improve/maintain knowledge of ESOL</li><li>4. Provides individual help to students during class</li><li>5. Develop and strengthen relationships with community members participating in NCS programs.</li><li>6. Maintain confidentiality of reports, records, correspondence, and communications.</li><li>7. Act as a friendly ambassador for Nantucket Community School and Nantucket Public School District.</li><li>8. Maintain satisfactory attendance.</li><li>9. Adhere to and remain familiar with protocols and program policies developed by the Nantucket Public School and the Nantucket Community School.</li><li>10. Maintain a professional and pleasant attitude, being tactful and courteous toward co-workers, students, parents, and members of the public.</li><li>11. Present a professional appearance, a positive attitude, and a high standard of customer service at all times.</li></ol>
<b>Evaluation:</b>	The Adult Education Coordinator will evaluate this job's performance annually.