

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**JOB TITLE:** Classroom Assistant II/Second Language      **DATE:** October 2000  
**REVIEWED:** October 2010

**PAY GRADE:**      **LOCATION:** Community Education

**SUMMARY:** Provides support for the ELSA program. The classroom assistant supports the ELSA classroom teachers in providing English language instruction to adult immigrants referred to the program by the Ministry Responsible for Multiculturalism and Immigration. The classroom assistant works under the direction of the ELSA instructor(s).

**DUTIES:**

1. Assists in tutoring of small groups and individuals under the director of the ELSA instructor(s).
2. Assists in creating and maintaining a positive classroom environment for adults.
3. Prepares teaching materials as directed by ELSA instructors.
4. Assists in the maintenance of student records and files specific to the ELSA program.
5. Assists in the maintenance and recording of inventory.
6. Assists and participates in planning and coordination of field trip activities.
7. Assists students with computer equipment and software.
8. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 plus one year post-secondary training in English as a Second Language and Communications or equivalent training and experience.
2. Three (3) months of related experience.
3. Ability to operate office equipment and computers with keyboarding skills at a minimum of 40 net wpm. Knowledge of spreadsheets, database, and word processing computer programs.
4. Demonstrated ability to communicate effectively and harmoniously in support of an adult English language instruction program with staff, students, parents, and outside agencies.
5. Demonstrated flexibility and patience in order to work effectively with adult students of a wide variety of abilities and cultural backgrounds.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. A valid B.C driver's license.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**
