
**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Instructional Assistant—Migrant Recruiter/Advocate & Bilingual; Interpreter

REPORTS TO: EL Program Coordinator/Principal or Migrant Program Director

BASIC FUNCTION: Assist certified teachers in providing instruction to individuals or small groups of students in a classroom or other learning environment; translate orally and in writing for teachers, administrators, students and parents; prepare instructional materials and perform a variety of routines clerical duties as assigned, as well as administer assessments as necessary. Assist in enrollment of migrant students and maintenance of communication with families to provide advocacy services as needed.

REPRESENTATIVE DUTIES: The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Physical ability to perform duties as required
- Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction as directed by the teacher; assist students in their understanding and comprehension of reading, writing, language arts, math and social studies, performing remedial exercises and other basic instruction as required.
- Communicate with students in English and student native language to facilitate instructional processes; provide translation in parent-teacher conferences or telephone calls with limited or non-English speaking parents; translate or write letters and other materials.
- Repeat and reinforce instruction to assist students' comprehension and understanding; provide more individual assistance to students experiencing learning difficulty; explain errors and answer questions; and other instructional activities to reinforce lessons.
- Report progress regarding student performance and behavior and to make home visits to migratory or potential migratory families
- Maintain and keep on file a daily log of all activities and time involved with each activity relating to student interaction and home visits.
- To conduct personal interviews with parents/guardians of the eligible migrant children.
- To track Migrant/EL children (3-21) relative to their successful experience with school using the following indicators: regular attendance, satisfactory class performance and sustained gains in achievement and/or progress toward graduation or Kindergarten readiness.
- To work in collaboration with community resources.
- To provide academic guidance to students.
- To provide positive reinforcement and recognition to students for goals achieved and school successes.
- Prepare, administer, correct and record tests, papers, essays and homework assignments as directed; prepare homework packets as assigned; call students and parents to follow up on absences as assigned.
- To involve parents in the functional skill development of pre-kindergarten migrant children (ages 3-4) to attain a level of achievement commensurate with recognized performance expectations for their age level.
- Other duties as assigned by Building and District level administration.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal regulations pertaining to the migrant education program.
- Correct oral and written usage of English and a second language when necessary.
- Oral and written communication skills
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Basic subjects taught in District schools and instructional techniques.
- Assessments as necessary to fulfill program requirements.

ABILITY TO:

- Read, write, translate and interpret English and designate a second language when necessary.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Complete Certificate Of Eligibility and Basic Interview Profile's as related to migrant education program.
- Perform routine duties in support of classroom activities.
- Assist in providing instruction to individuals or small groups of students in a classroom or other learning environment
- Use evaluation instruments in the identification and continued eligibility of ESL students.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting , crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EVALUATION: Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor.

EDUCATION AND EXPERIENCE: High school diploma or GED certificate as required by Kentucky law

LICENSES AND OTHER REQUIREMENTS: Interim para educator assessment or required college hours.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: