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## **ESL Assistant (Bi-lingual)**

### **Position Description**

#### **POSITION DESCRIPTION:**

The ESL Assistant provides specialized assistance to the ESL Instructor for the purposes of developing a students' ability to effectively acquire the English language and to utilize the English language in their daily lives.

#### **KEY RESPONSIBILITIES:**

- Supports the ESL Instructor in developing lesson plans utilizing a broad range of appropriate differentiated techniques and strategies addressing all aspects of communication that develop each student's ability to read, write, speak, and listen in content areas at levels that ensure learners meet or exceed learning targets.
- Schedules and administers the initial CASAS assessment to determine a student's initial ESL level and for placement into the appropriate class.
- Provides a nurturing, supportive, and positive learning environment with high expectations that encourage student responsibility, enhance motivation, clearly communicate classroom routines, and incorporate challenging instructional strategies.
- Assists the ESL Instructor in administering ongoing academic and language assessments for the purpose of evaluating student's progress in meeting academic learning targets and progress in language acquisition.
- Assists the ESL Instructor to maintain complete and accurate records of student's progress and evidence of growth and progress. Enters data into the appropriate database(s).
- Attends professional English Language Acquisition meetings and attends staff meetings as may be requested or as established by the agency.
- Advocates for the program needs that are required to meet the learning needs of English learner.
- Performs such other and not specifically enumerated duties as may be requested by the supervisor.
- Helps navigate students to the appropriate agency personnel to address needs and concerns beyond the instructor's ability to assist.
- Collects and track student's daily attendance.
- Assist the ESL Instructor to supervise volunteers and AmeriCorp members.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bi-lingual in at least one of the following languages: Somali, Swahili, Lingala and/or French
- TESOL or TEFL Certification
- Bachelor or Associate degree in English Language and/or related field, and 2 years' professional experience in ESL instruction and/or employment/vocational training field, or an equivalent combination of education and experience
- Be able to work in coordination with other team members
- Prior experience working with refugee and immigrant clients.
- Demonstrated computer skills including knowledge of Excel, word processing and email programs.

**PREFERRED EXPERIENCE:**

- Knowledge of DSHS databases
- Knowledge of community resources for refugees and immigrants
- Experience interacting with all levels of management/staff and across organization lines.
- Experience presenting to different audiences verbally and in writing.
- Experience working with detailed information and presenting in a way that is easily understood by individuals at different levels within the communities PIE serves.
- Ability to multi-task

**Position Reports to:** ESL Instructor

**POSITION STATUS:**

Part-Time, 20 hours per week

**POSITION RATE:**

Hourly, \$20/hr

If interested and would like to apply for this position, please submit your **cover letter** and **resume** to [admin@partnerinemployment.org](mailto:admin@partnerinemployment.org).

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POSITION IS OPEN UNTIL FILLED