Green River Community College
ESOL Classroom Aide
LAW Division

Your main responsibility is to assist the instructor in the ESOL classes. The students in these classes are refugees and immigrants from age 17 & up who live in the greater Kent and Auburn area. There are positions working in literacy classes, multi-level classes, and in a technology assisted language classes. For the literacy classes, it would be helpful if you are comfortable working with students who have very limited English proficiency.

**Instructional Responsibilities**
- Assist students with assigned work. This includes all subjects. If you are unable to assist a student, ask the instructor for assistance
- Become familiar with learning materials, testing materials, and procedures of the class
- Become familiar with ESOL curriculum, and become competent in the subject matter included therein
- Become familiar with computers and educational software used by learners
- Learn to evaluate a student’s needs and assign new work as appropriate
- Provide individual or group tutoring when asked by the instructor

**Interpersonal Responsibilities**
- Use discretion and sensitivity in helping students
- Develop awareness of classroom and individual students needs and respond quietly and efficiently to those needs
- Observe, circulate and divide time among all students so each receives help. Let students know that you have seen his/her request for help and that you will help him/her soon

**Non-Instructional Responsibilities**
- Assist with student intake procedures
- Help administer standardized testing
- Return books and materials to proper places
- Help instructors with other duties as requested

**Salary**: Up to 16 hours a week. Most courses will be available in the evening, Mondays through Thursdays, 6 to 9 pm. Pay range is $9 - $10 depending on classroom experience. Aides starting at $9/hr will be able to move up the pay scale after three consecutive quarters of work as an ESOL Aide.