



*"Preparing for the Future, One Child at a Time"*

# SUPPORT STAFF

<b>POSITION</b>	<b>ELL Interpreter - Parkside Elementary School</b>
<b>DESCRIPTION</b>	<p><b>Position Details:</b> The successful candidate must be able to collaborate with staff and be a positive team member. Provide support and assistance to certified teaching staff through working with students in classroom and non-classroom settings by supporting English Language Learners.</p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"><li>• Provide social, emotional, behavioral, and academic support to students in all activities throughout the school day</li><li>• As directed by the certified teachers, assist students individually or in groups with academic projects and activities</li><li>• Develop trusting relationships with students to foster a maximum learning and positive school experience</li><li>• Provide feedback to the teacher on student progress and challenges</li><li>• Participate in lesson plans development and preparation for classroom activities as requested by the teacher</li><li>• Maintain a professional demeanor in all interactions with students and adults</li><li>• Serve as a positive adult role model during interactions with students</li><li>• Provide support for students, families and staff in communications that require translation</li><li>• The position also includes some supervision responsibilities during recess and lunch.</li></ul>
<b>QUALIFICATIONS</b>	<p>Candidates must be fluent in Spanish and English.</p> <p>Previous experience working as an educational aide is preferred but not required.</p> <p>Associates degree or equivalent experience or ability to pass required DPI Title I academic assessment.</p> <p>Basic computer and media skills needed.</p> <p>Candidates must either have or be eligible for a Special Education Aide license from the Department of Public Instruction (DPI)</p>
<b>CONTRACT</b>	<p>38 Hours per week/36 weeks per year beginning the 2024-2025 school year</p> <p>Pay range \$19.45 - \$22.27</p>
<b>SUBMIT</b>	<p>Letter of interest Resume 3 Letters of Recommendation (dated within the last year)</p>
<b>TO</b>	<p><b>Please submit via email.</b></p> <p>Jenna Trame, Principal Parkside Elementary 920 4th St-- Monroe, WI 53566 608-328-7130 (phone) <a href="mailto:jennatrame@monroe.k12.wi.us">jennatrame@monroe.k12.wi.us</a></p>
<b>DEADLINE</b>	<p>Applications will be reviewed upon receipt with interviews beginning 4/26. Position will be open until filled.</p>

The application materials submitted and interview are vital components of the decision-making process when filling vacancies. The ability to communicate effectively in both verbal and written manner is considered an essential skill for all district personnel. The School District of Monroe is an equal opportunity employer.