

Meeker School District Re-1

Job Description

Title: Title III/ELL Paraprofessional
Department(s): Instructional
Reports to: Teacher/Principal/Coordinator of Academics
Work Year: Number of Student Days Assigned



Job Summary:

Under the supervision of the site administrator and the direction of a certified staff member, performs the necessary duties to assist in the planning and implementation of a program for students learning English as a second language.

Summary of essential job function:

1. Assist teachers on the development of an IEP.
2. Assist ELL and regular classroom teachers on the development of daily instructional plans and strategies.
3. Deliver or assist with the delivery of instruction.
4. Translate for students and their parents when appropriate.
5. Create and maintain schedules of ELL services. Including meeting with parents of ELL students to review needs and progress.
6. Provide language acquisition and academic assistance.
7. Help adapt lessons of regular classroom teachers for ELL students.
8. Assist with choosing, ordering and maintaining instructional materials.
9. Implement a reading/language program recommended by the ELL teacher/coordinator.
10. Select and develop teaching and worksheet materials.
11. Meet with ELL teacher/Coordinator to review student progress and learn new teaching methods.

Qualifications and Experience:

- Associate's degree, two years of study at an institute of higher learning, or have met formal academic assessment requirements of Colorado Department of Education highly qualified paraprofessional.
- CPR Certified
- Experience and ability to work with children
- Experience working in an instructional environment
- Experience or education in areas of child development
- Ability to establish and maintain cooperative relationships with student, parents and staff.

- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of Microsoft Office Suite and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.

Physical Demands:

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

- The noise level in the work environment is usually quiet.
- The work environment may include high stress tasks.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.