

# Paraprofessional – English as a Second Language (ESL) Program

## ***QUALIFICATIONS:***

### **Certification:**

- ISBE Paraprofessional Educator’s License OR ISBE Substitute License AND
- Bilingual English/Spanish
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

## ***REPORTS TO:***

**Direct Supervisor: Principal(s)**

## ***VISION:***

The ESL Paraprofessional will perform duties that support the delivery of ESL services to identified students by working under the direction and guidance of a certified staff member.

## ***JOB GOALS:***

- Students will receive the physical, emotional, and instructional support they need to benefit fully from the district’s ESL program
- Students will be supported in order to increase English language development in the areas of listening, speaking, reading, and writing

## ***RESPONSIBILITIES:***

- Assist ESL and Classroom Teachers in preparing and implementing instructional curriculum in the content areas for the purpose of supporting and reinforcing grade level content and language objectives in order to increase English language development
- Implement, under the supervision and guidance of the ESL Teacher, instructional strategies for the purpose of presenting and/or reinforcing learning objectives to English language learners within the classroom setting
- Conduct instructional exercises assigned by the teacher; work with individual students or small groups
- Assist teacher with record keeping, testing, and assessments for the purpose of monitoring students' English language development
- Assist in maintaining a neat and orderly classroom
- Engage in activities which promote communication between the school and community
- Support teachers/campus personnel
- Participate in staff development training programs to improve job performance
- Will demonstrate and provide evidence of competency in bilingual English/Spanish skills
- Participate and complete any and all required training required by the district and/or ISBE
- Maintain good attendance at work
- Accompany students to the office or school nurse and assist with health-care related needs, if necessary
- Help students when they need instructional assistance or tutorial support
- Lead a small group or individual activities using materials and lesson plans prepared by the ESL Teacher or Classroom Teacher
- Serve as the chief source of information and help any substitute teacher assigned in the absence of the regular teacher.
- Maintain the same high level of ethical behavior and confidentiality of information about students as expected of fully licensed teachers
- Establishes, as fully as possible, a supportive and empathetic relationship with the students without fostering or encouraging intense emotional involvement
- Other duties as assigned by the ESL Teacher or building level administration (Principal, Assistant Principal)

## ***TERMS OF EMPLOYMENT:***

### **Work Day:**

6.5 hours per day

**Work Year:**

180 DAYS.

**Bargaining Unit:**

Bargaining Unit

**Salary and Benefits:**

Per Contract – **ASSOCIATION POSITIONS NOT ON SUPPORT STAFF  
SCHEDULE**

***EVALUATION:***

Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.