PARA - BILINGUAL/TITLE I/MIGRANT

Purpose Statement

The job of Para - Bilingual/Title I/Migrant was established for the purpose/s of assisting a certificated teacher in the supervision and instruction of individual and/or small groups of students; translating to/from English and native language; and providing classroom support.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and providing an opportunity for all students to participate in classroom activities.

- Administers classroom and homework assignments, tests, make-up work, etc. for the purpose of supporting teachers in the instructional process.

- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.

- Assists with assessments and evaluations (by assignment) for the purpose of ensuring appropriate placement and support level.

- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.

- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment and providing feedback to teacher and/or administrator.

- Participates in home visits with non-English speaking parents for the purpose of assisting students, teachers and parents in effectively communicating .

- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

- Supports classroom operations (e.g. distributing and collecting instructional materials, operating and maintaining instructional media equipment, interacting with substitutes, etc.) for the purpose of creating an effective working and learning environment.

- Translates verbal and written communication(s) to and from English and native language for the purpose of assisting students, teachers and parents in communicating.

Other Functions

- Attends department in-service meetings for the purpose of gathering information required to perform job functions.

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office and classroom equipment including using pertinent software applications; adapting classroom assignments to non-English speaking population.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development and learning styles; fluency in specified second language (if required); and cultural, social and economic background of assigned student population.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with culturally diverse populations, including those with limited English proficiency; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 45% sitting, 30% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience   Job related experience is desired.

Education   Targeted job related education that meets organization's prerequisite requirements.

Equivalency   None Specified

Required Testing
48 college units
or an AA degree,
or demonstrate college level skills by passing NCLB test

Certificates & Licenses
None Specified

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance; Kansas
Certification of Health

FLSA Status
Non Exempt

Approval Date

Salary Grade
Classified 107