

CENTRAL SCHOOL DISTRICT

Job Title: Paraeducator II - ELD

Occupational Group: Instructional

Reports to: Principal/Designee

Pay Range: 18

Date of Board Approval: 7/18/2021

Work Year: 10 months

DEFINITION

Under general supervision, perform a variety of English Language Development instructional activities; administer, score and record a variety of assessments; carry out routine clerical and supportive tasks; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, and one of the following:
 1. Associate of Arts degree, or
 2. Completion of two years of study at an institution of higher education (48 semester units), or
 3. Completion of a formal local or state academic assessment test.
- Department of Justice Clearance
- Current TB test with screening ever 4 years to remain up to date.

Desired Qualifications:

- Ability to communicate in a second language.

Experience:

- Two years of paid or volunteer experience working with multi-age groups of children; preferably with children exhibiting limited English language skills or remedial instruction needs.

Knowledge and Abilities:

Knowledge of:

Basic concepts of child growth, development, and instructional techniques pertaining to English Language Learners; student behavior management strategies; proper English usage, punctuation, spelling and grammar; second language usage as appropriate to the assignment; basic mathematical concepts; modern office practices, procedures and equipment; operation of a computer; record keeping.

Ability to:

Demonstrate an empathetic, patient and receptive attitude with students with English language instructional needs; utilize instructional materials and procedures; understand and carry out oral and written directions; assume responsibility for properly supervising students; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; meet schedules and timelines; perform routine clerical tasks; operate a variety of office related machines and equipment; work independently; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES —No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Assist instructional personnel with the preparation and presentation of learning materials for students experiencing English Language Development needs. **E**
2. Support and assist individual students and small groups. **E**
3. Administer, score and record a variety of assessments to determine student language proficiency levels. **E**
4. Maintain a variety of records and files, which may include confidential and sensitive information. **E**
5. Assist students in the development of appropriate social behaviors and the understanding of cultural norms. **E**
6. Monitor and assist students in drill, practice and study activities. **E**
7. Assist in the management of student behavior through the use of positive reinforcement strategies and techniques. **E**
8. Work cooperatively with school site and district staff. **E**
9. Supervise and monitor students both inside and outside of classroom. **E**
10. Administer routine first aid.
11. May use a second language in assisting students with educational needs.
12. Assist students in the operation of a variety of instructional assisted technology.
13. May participate in meetings/parent conferences as requested.
14. Assist in maintaining an orderly, attractive and positive learning environment.

WORKING CONDITIONS

Classroom environment, both indoor and outdoor; subject to driving to other locations within district; possible exposure to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40 lbs.; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.