

Position: Paraeducator I—Bilingual (Specified Foreign Language)

Salary Range: 15

Summary

Provides a variety of instructional, clerical, and group behavior assistance to one or more teachers in English and a specified foreign language. Works in classroom settings to support teachers by providing instructional assistance to individuals or small groups of students. May provide other support services such as translation. Assists certificated staff in the preparation and use of materials to enhance the student learning experience. A Paraeducator I—Bilingual (Specified Foreign Language) must be able to work with students in intervention programs and with students in a wide range of academic and behavior levels. Paraeducator I—Bilingual (Specified Foreign Language) employees may be transferred between sites to meet the District needs of the student population.

Distinguishing Characteristics

This is a classroom position that requires competency in English and a specified foreign language working under the direction of certificated staff. The specified foreign languages (e.g., Spanish, Korean, or Japanese) are determined by the needs of the students as identified by the district.

Essential Duties and Responsibilities

May perform some or all of the following in English and a specified foreign language:

- Works directly with a certificated staff member to implement lesson plans to provide positive learning experiences for small groups and/or individual students.
- May proctor and administer tests (e.g., spelling). Scores tests and written papers based on answer keys or rubrics. Keeps appropriate records for teachers including computerized grading sheets.
- May assist with primary language diagnostic tests (e.g., standardized test for English proficiency and primary language assessments).
- Confer, as needed, with certificated staff concerning programs and materials to meet student needs. Alert teacher to any special problems or information concerning students.
- Perform clerical support duties as required including prepare and maintain a variety of files and records.
- Operate a variety of office equipment as needed, including a personal computer, copiers, and audio-visual equipment.
- Communicates effectively with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Understanding of the practices and principles of child guidance is required. Analytical and assessment skills are necessary. Sufficient communication skills and visual acuity to work with teachers and students in both

formal and informal settings are essential. Requires good record keeping, clerical and computer skills. Must have sufficient communication skills to project a positive image and convey basic information to customers. Models appropriate student behavior. Requires excellent articulation, spelling, reading, written and oral language, and math skills.

▪ **Abilities**

Bilingual paraeducators must have the ability to understand, speak, read and write English and the specified foreign language. Ability to assist teaching staff with implementation of instructional goals and activities in English and the specified foreign language is required. Ability to be consistent, yet flexible. Demonstrates ability to recognize and protect confidential information and to respect privacy of students. Must demonstrate ability to conduct assessments in standard manner. Must be able to problem-solve incidents with students. Requires the ability to take precautions against a nominal exposure to health and safety risks. Must be familiar with Health and Safety regulations. Must be able to adapt and learn new procedures and programs as implemented by the District. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ **Physical Abilities**

Requires ambulatory ability to go to different locations. Requires speaking and hearing to communicate in person or over the phone. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires sufficient arm, hand, finger dexterity in order to operate a computer keyboard, typewriter, and other office equipment.

▪ **Education and Experience**

High School diploma or equivalent required. Must have (1) at least two years of study at an institution of higher education or (2) an associate degree (or higher). Must meet a rigorous standard of quality and demonstrated knowledge of and ability to assist in instructing reading, writing and mathematics, as determined by a formal state or local assessment in English and the specified foreign language. Additional experience working with school age students desired.

▪ **Licenses and Certificates**

Depending upon assignment, a valid CA driver's license and/or first aid and CPR training may be required.