



Mobile County PUBLIC SCHOOLS

Job Description Title – ESL BILINGUAL PARAPROFESSIONAL

SUPERVISED BY/REPORTS TO: Principal or his/her designee.

FLSA Designation: Non-exempt

POSITION SUMMARY

The English as a Second Language (ESL) Bilingual Paraprofessional, under the direction of the ESL Coordinator and District Resource Teacher, will provide language interpretation services, including, but not limited to: translation of documents; and interpretation for parent meetings, phone calls, and supplemental classroom instruction.

QUALIFICATIONS:

- Must be fluent and literate in both English and a second language.
- Must have a secondary (high) school diploma.
- Successful completion of an Associate degree or higher from an institution of higher education that was appropriately accredited per the Alabama State Department of Education, **OR**
- Successful completion of 48 semester hours from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken, **OR**
- A passing score of 3 on the ACT WorkKeys Assessment, portions *Math*, *Workplace Documents*, and *Business Writing*. The Assessment is taken at the applicant's expense.
- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and appearance.
- Ability to be physically active all day with students indoors and outdoors.
- Ability to understand and follow oral and written instructions.
- Ability to be punctual and regular in attendance.
- Ability to work well with people from many different ethnic backgrounds.
- Must be able to be responsible and accountable with their work time.

PREFERRED:

- Experience working with bilingual populations.
- Experience in translating documents.
- Experience with Trauma Informed Practices and/or SEL Strategies.

LANGUAGE SKILLS:

Ability to read and interpret documents including lesson plans, safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Demonstrates application of common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to organize and, prioritize, manage, and carry out duties efficiently and within established timeframes.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

The Bilingual Paraprofessional will:

1. Translate enrollment documents, transcripts, and other information upon request.
2. Interpret for parent meetings and phone calls upon request.
3. Accompany MCPSS staff on home visits upon request.
4. Assist newly arrived EL families with the registration process.
5. Provide language support in assigned classrooms under the guidance of an EL Teacher.
6. Assist with data collection for state and federal reports.
7. Direct families to appropriate community resources and/or agencies when necessary.
8. Assist with the supervision of students both before and after school as well as during emergency drills, assemblies, and between classes.
9. Respect confidentiality of all students records and meetings. Maintains appropriate confidentiality regarding school/workplace matters.
10. Supervise a group of students in the temporary absence of the certified teacher.
11. Attend all required training meetings and workshops.
12. Report potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
13. Report absences and takes leave in accordance with Board policies and procedures.
14. Adhere to school system rules, administrative procedures, local Board policies, and state, federal regulations.
15. Work well with all supervisors and other members of the team.
16. Perform special assignments and other duties as assigned or required by the supervisor or administrator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

The employee experiences light work, exerting up to 20 lbs. of force occasionally, and/or 10 lbs. of force frequently. There is moderate walking to monitor students in the classroom and to accompany students on transitions between classes as necessary. Sometimes the employee may stand for lengthy periods of time.

ENVIRONMENTAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Potential exposure to moderate noise, diseases and illness, a variety of weather conditions, and exposure to chemical substances used for cleaning, instruction, and/or the operation of equipment.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal, his/her designee, or the ESL Coordinator/Resource Teacher.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day normally five days a week. Daily work schedule will be determined by the Principal, his/her designee, or the ESL Coordinator/Resource Teacher. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.