

SCHOOL DISTRICT OF GADSDEN COUNTY**JOB DESCRIPTION****ESOL EDUCATIONAL PARAPROFESSIONAL****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Biliteral in Spanish and English.
- (3) Demonstrated ability to work well with children and adults.

KNOWLEDGE, SKILLS AND ABILITIES:

Computer skills. Knowledge of language and cultures. Good communication skills. Confidentiality. Understanding of child development stages.

REPORTS TO:

Principal

JOB GOAL

To be available and dedicated to assist Limited English Proficient (LEP) students.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

ESOL EDUCATIONAL PARAPROFESSIONAL (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Assist in preparation of appropriate materials.
- * (2) Gain knowledge of each LEP student's academic history, first and second language proficiency, family background, and any other information that would establish a working relationship with the student.
- * (3) Create and maintain a schedule of time spent with each student.

Administrative / Management

- * (4) Assist in keeping track of all ESOL students.
- * (5) Translate / interpret for students, their families, and school personnel.

Assessment / Evaluation

- * (6) Assist classroom teachers in the development and use of appropriate alternative assessments.
- * (7) Discuss specific student progress with teachers.

Intervention / Direct Services

- * (8) Assist students in language arts to enhance English proficiency.
- * (9) Assist students in mathematics, science, social studies and computer literacy to enhance content knowledge and English proficiency.

Collaboration

- * (10) Provide clerical assistance.
- * (11) Assist with parent notification letters.
- * (12) Keep student records as directed.
- * (13) Discuss student progress with teachers.

Staff Development

- * (14) Attend informational meetings which relate to needs of job.

Professional Responsibilities

- * (15) Be a role model.
- * (16) Be a self-starter.
- * (17) Be punctual.
- * (18) Present a positive attitude to students, parents, and peers.
- (19) Perform other duties as assigned.

Student Growth / Achievement

- * (20) Assist in tracking students' achievement.
- * (21) Be a LEP student advocate / liaison.

*Essential Performance Responsibilities