

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**ESOL EDUCATIONAL PARAPROFESSIONAL**

**1. 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.

**2. ADMINISTRATIVE / MANAGEMENT**

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

**3. ASSESSMENT / EVALUATION**

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

**4. 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.

**5. COLLABORATION**

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

**6. STAFF DEVELOPMENT**

- \_\_\_\_\_ 14. Attend informational meetings which relate to needs of job.

**7. 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.

ESOL EDUCATIONAL PARAPROFESSIONAL (Continued)

**8. STUDENT GROWTH / ACHIEVEMENT**

**INDICATORS**

- \_\_\_\_\_ 20. Assist in tracking students' achievement.
- \_\_\_\_\_ 21. Be a LEP student advocate / liaison.
- \_\_\_\_\_ 22. \_\_\_\_\_
- \_\_\_\_\_ 23. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 22. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 29. The accurate and timely filing of all school reports
- \_\_\_\_\_ 30. The completion of required professional development services.
- \_\_\_\_\_ 31. The analyzing and reporting of the results of the School Improvement teams efforts on student performance.
- \_\_\_\_\_ 32. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

**DATA COLLECTION CODES**

O -- Observed  
C -- Collected Data

I – Clearly Indicated  
NE – Not Evident

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)