

Job Description: Paraeducator, ESOL



Position Title:

Paraeducator, ESOL (English for Speakers of Other Languages)

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to perform specialized work in assisting with services for schools. Duties are performed under the general supervision of supervisors/teachers. Performance is evaluated through observation of work, and/or periodic conferences, critiques, records, and reports.

Essential Functions of this Job:

Provides native language instructional assistance in basic subject areas under the teacher's direction. Functions as a liaison between the school, teacher, students, and

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parents. Assists in communication between school personnel and parents. Provides instructional support for vocabulary learning and regular lesson reinforcement under the teacher's direction. Assists in gathering student materials for required screenings and assessments. Participates in program service activities.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Ability to understand written and oral instructions, speak and write coherently, keep records and make simple reports, and to work cooperatively and act professionally with other school personnel and parents. Sincerely interested in educating and working with young people. Special abilities may be required for specialized paraprofessional positions. Bilingual/biliterate required.

Education, Experience, and Certification/License Requirements

Graduation from an accredited high school and sixty (60) or more credit hours or an Associate's degree from an accredited college, or a passing score on the Para Pro exam is required.

Work Context:

Requires sitting, standing, walking, and moving about to coordinate work. Involves face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires work with students, parents, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires being active for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

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Local Code:

EE05:

Approval Date:

Date Last Revised: 5/7/22