**Bilingual Program Paraprofessional**

**Job Description**

LOCATION: All schools

DEPARTMENT: Student Services

REPORTS TO:

TERM: Director of ESE and Student Services

**POSITION SUMMARY:**

A bilingual program paraprofessional, under general supervision, provides assistance to an ELL/bilingual students, performing a variety of tasks relating to the physical and instructional needs of new language learning pupils in a classroom setting; assists in the implementation of classroom programs, including self-help and behavior management as well as instruction. A bilingual program paraprofessional performs related duties as required or assigned.

**QUALIFICATION - EXPERIENCE - KNOWLEDGE:**

• Must be proficient in both spoken and written English and Spanish

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

• Carries to completion in a timely manner, instructional and supportive activities as assigned.

**SKILLS REQUIRED:**

The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • Ability to perform several tasks concurrently under varying deadlines

• Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and the public • Skill in operating computers, and software.

• Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills

• Demonstrate proficiency in the use of Microsoft Word

• Able to identify sensitive information and maintain confidentiality

• Willingness to assist ELL/bilingual and at risk students with academic needs

• Ability to work efficiently under minimum supervision

The individual(s) currently holding this position perform additional duties and additional duties may be assigned. There will be an annual performance evaluation for this position.

**REVISED: 07/19**