

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Bilingual Para Educator I

DEPARTMENT/DIVISION: Education

POSITION SUMMARY:

Under the supervision of the classroom instructor, the Bilingual Para Educator serves as an assistant to teachers by aiding in the supervision and training of bilingual students and assisting in the preparation and assembling of teaching materials.

ESSENTIAL FUNCTIONS:

1. Assists teachers in the conducting of lessons and a variety of classroom activities
2. Tutors students and works with bilingual student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
3. Assists in maintaining order among students in the classroom to maintain an effective learning environment.
4. Appraises teacher of behavioral and learning problems experienced by the students
5. Works with instructional materials such as workbooks, flash cards, and multiplication tables
6. Prepares for, assists with, and cleans up after various classroom projects
7. Assists teachers in the physical education programs and in supervision of students on the playground, in the library or in other special activities
8. Assists in the preparation of graphic and written teaching materials
9. Grades papers, operates duplicating equipment, and keeps records as directed by the teacher
10. Attends to students' physical needs in the classroom
11. Assists in maintaining inventory of books, teaching aids and other supplies
12. Orders and distributes supplies as instructed
13. May assist with programs, equipment, and materials to meet the needs of bilingual students,
14. Assists with translating for parents or students
15. Helps individual students with specific problems
16. Maintains regular and prompt attendance in the workplace
17. Performs other related duties as assigned

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak English and Spanish at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English and Spanish usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Ability to assist with supervising the learning activities in a school district setting
4. Ability to work independently on own initiative
5. Ability to operate standard office and instructional equipment
6. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. Push/pull up to 75 lbs.
5. Lift and carry up to 75 lbs. at waist height for short distances.
6. Run short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

SALARY: Classified range 24

Board Approved: TUSD 9/10/02