

Title:	Paraprofessional-Bilingual/English Language Development	Reports To:	Site Administrator	
Department:	Varies	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	180	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 - Group III+ <input type="checkbox"/> CSEA 860	

**DEFINITION**

Under general supervision, provides instruction and tutors individual and small groups of students, within the English Language Development (ELD) program, in various subject-matter areas to reinforce classroom lessons; observes, monitors, and records student performance and behavior; performs clerical functions in support of ELD program; communicates with students, parents/guardians, and teachers in English and employee’s designated second language(s) to facilitate instructional process; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Site Administrator. Exercises no supervision of staff.

**ESSENTIAL FUNCTIONS**

- Delivers English as a Second Language (ESL)/English Language Development (ELD) and/or Primary Language lessons to small groups.
- Communicates with students, parents/guardians, teachers, and school administrators in English and employee’s designated language(s) to facilitate instructional process; translates lesson plans, instructional materials, and homework assignments; provides translation in parent-teacher conferences; translates and composes notes, letters, and other materials in designated language(s).
- Works with and tutors individual and small groups of students in various subject matter areas to reinforce class lessons, support implementation of student Individualized Education Plan (IEP), improve skill levels, test preparation, and assist students in completing class and homework assignments; works with students in small groups or on an individual basis using structured lesson plans, exercises, and other approved strategies.

- Observes, monitors, and records student performance; assesses student's learning needs based on their performance in individual or group tutoring sessions; meets with teachers to discuss progress and determine student educational needs; attends IEP's for translation or input as requested.
- Assists in administration of student benchmark , strategic, and progress monitoring testing, including preparing materials, administering and scoring test, and inputting scores; determines student goals and monitors progress.
- Corrects and records tests, papers, and homework assignments.
- With teacher guidance and direction, prepares educational materials and homework packets.
- Assists in preparing, organizing, and maintaining ELD materials and ELD student records.
- Communicates and interacts with parents/guardians, staff, and the public as directed by District or School personnel to answer questions, address concerns, and provide requested information.
- Assists students in a professional and respectful manner.
- Attends a variety of meetings and training sessions as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
- Methods, practices, and strategies of improving student learning through specialized structured lesson plans and instructional materials.
- Methods and practices of child instruction and tutoring.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Correct usage of a designated language including spelling, grammar, and punctuation.
- Safety principles and practices.
- Computer applications related to assigned work.
- Basic principles of record keeping and file maintenance.
- Effective practices in dealing with parents/guardians, students, and District staff.

### **Ability to:**

- Tutor and engage students in positive learning in a classroom or other learning environments.
- Speak, write, read, and translate a designated second language.
- Recognize individual student learning needs and adapt materials and homework assignments to facilitate learning.
- Learn and understand the organization and operation of the worksite/District as necessary to assume assigned responsibilities.
- Observe and assist with student behavior according to approved policies and procedures.
- Perform support work efficiently, and with minimal supervision.
- Organize, maintain, and update ELD records and files.
- Assist in medical emergencies and injuries in a calm and effective manner.
- Learn worksite/District first aid procedures.
- Maintain assigned work area in a clean, safe, and secure manner.
- Understand and follow oral and written instructions.
- Operate computer applications related to assigned work.
- Organize work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Adapt to changing work priorities; communicate with diverse groups; foster positive relationships; maintain confidentiality; work as part of a team; exhibit tact, patience, kindness, and a positive attitude.

**Education and Experience:**

- Completion of at least 48 semester units of study at an accredited institution of higher education; OR
- Possession of an Associated Degree or higher from an accredited institution of higher education; OR
- Demonstration of a rigorous standard of quality through a state or local assessment including knowledge of and the ability to assist in instruction in reading, writing, and mathematics; AND
- Specialized training on second language acquisition theory and methodology and completion of a Sheltered Academy course.
- Experience working with children in a classroom setting preferred.
- Proficiency in a language other than English.

**PHYSICAL REQUIREMENTS:**

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	F	Lift/carry 0-10 lbs	F
Twist	F	Lift/carry 11-25 lbs	I
Squat	F	Lift/carry 26-40 lbs	N
Kneel	F	Lift/carry 41-100 lbs	N
Climb	F	Stand	F
Reach above shoulder	O	Walk	F
Grip/Grasp	I	Sit	F
Extend/Flex Neck	O	Drive	O
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	F	Keyboarding/Mouse Work	I
Ability to See	F	Ability to Hear	F

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in a classroom and/or office environment with moderate noise levels. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees may be exposed to blood and body fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.