



## LOMPEC UNIFIED SCHOOL DISTRICT

### PARAEDUCATOR-BILINGUAL

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#### **JOB SUMMARY:**

Under the direction of the Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment in English and a designated second language; assist in the preparation of instructional materials and implementation of lesson plans; provide routine clerical support.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist second language learners to become proficient in English; relate effectively with children in a bilingual and bicultural setting; speak and write in English and the designated second language and sufficient to prepare and correct written materials using correct English composition, spelling and punctuation in English and the target language.
- Provide interpretation/translation for parents, school personnel and students during phone calls, meetings, parent conferences, meetings, and assemblies; provide oral and written translation and interpretation of correspondence, forms, letters, reports, memos, Individualized Education Plans (IEPs), and other instructional and educational materials from English to a designated second language.
- Assist limited or non-English speaking individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices, and assignments in various subjects; confer with the teacher concerning lesson plans and materials to meet student needs.
- Assist students with reading program activities; assist and motivate students to improve their reading and writing measures; read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition; reinforce reading instruction including phonics, vocabulary and comprehension in learning centers, small groups or one-on-one with students; assist students with spelling, math and writing exercises and assignments.
- Assist students in completing classroom assignments, homework, make up work, and projects; adapt activities and materials under the direction of the teacher as needed; assist students in the operation of a variety of instructional technology; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, notes and files as assigned.
- Provide classroom support to the teacher by setting up computers, audio-visual equipment, work areas/centers and displays, bulletin boards, and distributing and collecting paper, supplies and materials; assemble student booklets.
- Assist with arrangement and storage of classroom materials, furniture and accessories for appropriate learning environment; assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Communicate with faculty, staff, administrators, and others to exchange information and resolve issues or concerns related to student activities and behavior.

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- Assist with testing students for bilingual skills and other tests as assigned by the position.
- Operate a variety of classroom and office equipment including a computer, copier and laminator as assigned.

**OTHER DUTIES:**

- Observe and control behavior of students in the classroom according to approved procedures; monitor students during outdoor, lunch, library, and recess activities as directed; accompany students on field trips and to/from bus stops as assigned; assist with yard duty as assigned; monitor and report progress regarding student performance and behavior.
- Attend meetings and in-services as assigned.
- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: graduation from secondary school or equivalent GED and some experience working with school age limited or non-English speaking students in organization setting or learning environment.

Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

Incumbents must meet requirements specified under every Student Succeeds Act (ESSA).

Licenses and other Requirements

- Incumbents in this classification are required to speak, read and write in a designated second language.

Knowledge of:

- Child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills in English and a designated second language.
- Interpersonal skills using tact, patience, and courtesy. Basic record-keeping techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to limited or non-English speaking individual or small groups of students as directed by the teacher. Perform a variety of clerical duties in support of classroom activities.
- Learn guidelines and materials related to the classroom reading and other programs as assigned by the position.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Read books to students and assist with reading, math and writing activities as assigned.

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- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality.
- Communicate effectively both orally and in writing in English and a designated second language.
- Monitor, observe and report student behavior and progress according to approved policies and procedures. Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.

**WORKING CONDITIONS:**

Work Environment:

- Classroom environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling, or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval Date:** November 17, 2022

**Board Approval Date:** February 14, 2023

**Salary Range:** 25