

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Paraprofessional, Bilingual  
**Date Prepared or Last Modified:** January 26, 2013, Reviewed December 2021  
**Work Year:** 9 Month  
**Department:** Schools  
**Reports To:** Building Principal

**SUMMARY:** To provide language support to school functions including translation and instruction. To provide support to teachers and students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 20% Provide communication translation. Duties may include document translation, phone translation and meeting translation for staff and students.
  
- D 40% Instruct and tutor small groups and individual students. Duties may include implementing intervention programs, following teacher developed lessons, assessing students, and providing feedback to teachers and families.
  
- D 20% Handle and support student supervision (duty). Duties may include supervising students inside and outside in a variety of school related settings.
  
- D 19% Provide clerical support. Duties may include copying, organizing, filing and grading document in a support of a program, a classroom or the office.
  
- Ongoing 1% Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High school diploma or equivalent.

**EXPERIENCE:** No experience needed.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Ability to fluently speak, read, write, and translate in Spanish and English. Basic math, accounting skills, customer service and public relations skills. Good personal computer, keyboarding and work processing skills. Excellent interpersonal relations, critical thinking, problem solving and organizational skills. The ability to manage confidentiality in all aspects of the job, manage multiple priorities, manage multiple tasks with frequent interruptions, and ability to diffuse and manage volatile and stressful situations.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This job has no supervisory responsibilities; however, this position is responsible for supervising students in the classroom and lunchroom, on the playground, and during other various student activities. Acts a resource for teachers by assisting with his/her duties within the classroom and for parents and students by translating in English/Spanish and providing feedback regarding child's progress.

**SAFETY TO SELF AND OTHERS** Low exposure to self to bruises and cuts due to typical classroom accidents, to repetitive motion injuries due to frequent bending, and to disease due to handling body fluids.

*The physical demands, work environment factors, and mental functions described below 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.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to stand, sit, use hands to finger, reach with hands and arms. The employee frequently is required to talk and hear. The employee will occasionally walk, stoop, kneel, crouch or crawl, taste and smell. The employee will lift and/or move up to 25 pounds. This job requires no special vision requirements.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to instruct and use interpersonal skills. Frequently required to communicate. Occasionally required to compare, analyze, copy, coordinate, compute, synthesize, evaluate, compile and negotiate.