

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR - ENGLISH LANGUAGE LEARNER

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide language development instruction to individual or small groups of English Language Learners at elementary/secondary level; monitor and report student progress regarding behavior and performance.

REPRESENTATIVE DUTIES:

Provide language development instruction and assistance to individual or small groups of students, under the general direction of the teachers.

Provide tutorial assistance to students in second language acquisition.

Participate in the preparation of lessons and plans; administer and score a variety of tests.

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.

Perform a variety of duties such as preparation of instructional materials, scoring papers, and maintaining records and files.

Operate classroom technology and software.

Assist students by providing proper examples, emotional support, a good English-speaking model and general guidance in the school setting.

Confer, as needed, with teachers concerning programs and materials to meet student needs.

Direct group activities of students as assigned.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices.
Basic subjects taught in the District schools.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communications skills.
Interpersonal relations skills using tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:

Assist with the instructional and related activities of the assigned learning environment.
Work effectively with individual and small groups of students.
Provide instruction and discipline to students according to approved policies and procedures.
Perform clerical duties such as duplicating and maintaining simple records.
Speak, read and write effectively in English.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Learn and apply methods and procedures to be followed in an ELL instructional setting.
Work cooperatively and effectively with others.
Learn and follow rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Operate instructional related equipment such as computers and duplicating machines
Operate a variety office equipment.
Work independently with little direction.
Enlist the support, interest and participation of students.
Assist in the preparation of instructional materials, lessons and plans.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency and one year of experience working with school age children.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

Classroom environment. Subject to exposure to communicable diseases.

Job Study-1/2020