

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARAEDUCATOR - PRIMARY LANGUAGE SUPPORT

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher or specialist in providing instruction to individual or small groups of English Language Learners; monitor and report student progress; translate for students, parents, and teachers as assigned.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of students, reinforcing instruction as directed by the teacher; communicate with students in English or a designated second language to facilitate instructional processes.

Participate in the preparation of lessons and plans; may 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.

Provide translation in parent-teacher conferences or telephone calls with parents of English Language Learners; translate notes and letters.

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

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

Direct group activities of students as assigned.

Participate in training, meetings and in-service programs as assigned.

Perform other duties as related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of grammar, spelling, punctuation and vocabulary of English and a designated second language.

Child guidance principles and practices.

Basic subjects taught in the District schools.

Safe practices in classroom activities.

Oral and written communication 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.

Read, write and translate English and a designated second language.

Speak and interpret English and the designated second language.

Perform clerical duties such as filing, duplicating and maintaining simple records.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn procedures, functions and limitations of assigned duties.

Learn and follow rules, regulations, policies and procedures.

Work cooperatively and effectively with others.

Communicate effectively both orally and in writing with students, parents, staff and public.

Provide instruction and discipline to students according to approved policies and procedures.

Operate instructional and 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 experience working with school age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

Successful completion of District Bilingual proficiency examinations - both bilingual oral and bilingual written proficiency exams.

WORKING CONDITIONS:

Bilingual learning environment. Subject to exposure to communicable diseases.

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