

ST. MARY PARISH PUBLIC SCHOOLS
ENGLISH LEARNER (EL) PARAPROFESSIONAL JOB DESCRIPTION

POSITION: English Learner (EL) Paraprofessional

REPORTS TO: Teachers, Principal, Coordinator of EL and Title I

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 180 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 115/1520

QUALIFICATIONS: Must possess a high school diploma or equivalent; must have a passing score on the ParaPro assessment or an associate's degree; must possess those qualities which would indicate ability, temperament, and enthusiasm to work with others and around school children.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Non-Exempt

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.
2. Translate between English and other languages as identified by the immigrant student population for families of the district.
3. Facilitate communication for people with limited English proficiency.
4. Translate languages at meetings such as student/family administrative meetings, hearings, orientations, IEP meetings, etc.
5. Inform supervisor immediately when interpreting sensitive and/or reportable issues.
6. Interpret both legal terminology and colloquial language.
7. Read aloud documents in a language other than that in which they were written.
8. Provide language services to students, staff, and families of the district with limited English proficiency.
9. As needed, translate educational materials and informational brochures issued by schools and district offices into another language.
10. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
11. As needed, accompany non-English speaking visitors and facilitate communication between the receiving party and visitors.
12. Work collaboratively with various groups of people.
13. Encourage families to participate in school affairs and promote school involvement.
13. Maintain positive work relationships.
14. Keep accurate records of interpreter work and turn in required documents by due dates.
15. Remain open to suggestions and innovative ideas. Demonstrate competence in areas of responsibility.
16. Communicate appropriately and work effectively with all populations.
17. Exhibit desirable qualities such as enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude and work ethic, dependability, punctuality, open/fair-mindedness, self-discipline/control, poise, voice-control, effective non-verbal communication, a professional appearance, initiative, and a genuine concern and interest for others. Be an appropriate role model.
18. Perform any duty, not specifically assigned, as deemed necessary in order to maintain continuity where needed.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.

6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
9. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE: _____ DATE: _____