

**Sunnyvale School District**  
**Position Title: Bilingual Para-Educator**

**Work days/month:** 210 days/10 months

**Salary:** Range 23 (<https://www.sesd.org/Page/719>)

**Basic Functions:**

- Under the direct supervision of the site administrator, and with direction and support from certificated staff, the Bilingual Para-Educator will provide instruction and support to multilingual learners to accelerate learning and academic achievement.

**Essential Duties & Responsibilities:**

- Assist the classroom teacher or other certificated staff in providing instruction to individuals or small groups of multilingual students developing their English language proficiency.
- Alongside certificated staff, monitor the progress of multilingual students and make adjustments in instruction as needed.
- Engage in regular communication with certificated staff on topics such as best pedagogical practices, curriculum implementation, assessments, and student growth.
- Implement lesson plans and administer accompanying curricular and/or district benchmark assessments.
- Strategically use primary language to accelerate and build English skills in and outside the classroom, building independent learners.
- Provide one-on-one or small-group instruction.
- Assists in monitoring and ensuring student safety in the classroom, on school grounds, and in the community following health and safety protocols.
- Administer the ELPAC or alternative state assessment for English Learners.
- Act as an interpreter and resource person for students, staff, and families, as needed.
- Provide interpretation services during Parent-Teacher conference week or as needed.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
- Perform other duties as requested by the supervisor.

**Knowledge:**

- Culturally responsive strategies for the environmental, instructional, and social needs of the multi-lingual learners.
- Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
- Cultures and ethnic backgrounds of students and families.
- Research-based instructional practices for students developing English language skills.
- District's policies, programs, resources, services, and personnel.
- District's assessment procedures and practices.
- Knowledge of grade level and intervention curriculum, child development principles, and practices.
- Basic instructional methods and techniques, such as clarification and scaffolding.
- Basic computer skills including email and district applications.

**Abilities:**

- Establish and maintain cooperative working relationships with students, teachers, families, and administrators.
- Demonstrate correct English and Spanish (or other required language) usage, grammar, spelling, and vocabulary.
- See the assets of a variety of multi-ethnic and multi-cultural participants in order to develop a positive working relationship with students and families.
- Communicate professionally and clearly both verbally and in writing.
- Work cooperatively with diverse staff, students, and community.
- Provide excellent customer service in dynamic situations, maintaining a positive and responsive attitude when facing challenges.
- Follow verbal and written instructions with minimal supervision and use good judgment.
- Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

**Education and Experience:**

- Possess a high school diploma.
- An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or equivalent experience in the related field.
- Pass the language proficiency exam.

**Required Licenses & Certificates:**

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

**Working Conditions:****1. Environment:**

- Classroom and playground environment.
- Constant interruptions.

**2. Physical Requirements:**

- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- Ability to lift up to 25 pounds.

**Terms of Employment:**

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA)

**Evaluation:**

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA)