

Job Title:

Bellevue Union School District

PositionTitle:	Bilingual Literacy Specialist Paraprofessional	Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification: Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
----------------------	--	----------------------	--

Reports to:		Board Approval Date:	
--------------------	--	-----------------------------	--

General Description

Under the supervision of the site administrator and the direction of a teacher, performs the necessary duties to assist in in the planning and implementation of literacy programs for the regular and special needs of children in the classroom.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

ESSENTIAL FUNCTIONS

1. Provide direct instruction to students under supervision of the teacher.
2. Conduct instructional activities assigned by the teacher; work with individual students or small groups for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching their academic goals and grade-level standards.
3. Implement, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
4. Assist in creating an engaging and inspiring environment where children will want to read.
5. Assist in moving children from being emergent readers to independent readers.
6. Assist in classroom management using effective behavior management procedures.
7. Assist the teacher in creating, managing, and maintaining instructional materials and resources.
8. Assist with administration and scoring of objective testing instruments of work assignments.
9. Help maintain neat and orderly classroom.
10. Function as appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance.
11. Adhere to the appropriate code of ethics and student confidentiality.
12. Respond to emergency situations (e.g. student injuries, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
13. Supervise students throughout the school day, inside and outside the classroom.

Job Title:

14. Maintain open communication and to keep the teacher informed of special needs or problems of individual students.
15. Participate in training and professional development related to this position.
16. Demonstrate regular attendance and punctuality.
17. Perform other duties as assigned.

QUALIFICATIONS

Education/Certification:

1. Associate's degree in Elementary Education, or completion of two complete years towards a bachelor degree in education or a related field approved by Superintendent. Submission of transcripts required.

KNOWLEDGE/SKILLS:

1. Ability to read, write and speak in a language(s) designated by the District at a conversational or fluent level.
2. Ability to listen and speak with competence in Standard American English (SAE).
3. Ability to assist in instructing reading language arts, writing, and grammar.
4. Ability to work well with children.
5. Knowledge of effective behavior management procedures for school age children.
6. Knowledge and ability to use current technology in an educational setting including relevant hardware and software used in the classroom.

EXPERIENCE:

1. Background to include activities that involve students and an interest in working with school-age children.
2. Experience working in an instructional environment.
3. Experience or education in the areas of child development.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed are representative of, but are not intended, to provide an exhaustive list of Physical Abilities and Other Conditions of Employments and Associated Tasks which may be required of this position. The Bellevue Union school District encourages persons with disabilities who are interested in this employment and need reasonable accommodations of those disabilities to contact the Superintendent for further information.

PHYSICAL DEMANDS

Vision (which may be corrected):

- Read small print

ASSOCIATED TASKS

To perform tasks as to:

- Create and maintain files

Job Title:

- See small objects at a distance of 2 feet

Hearing (which may be corrected):

- Understand speech over telephone
- Have tolerance to be exposed to noisy conditions
- Hear Speech Sounds of SAE

Speech:

- Speak with a level of proficiency and volume to be understood over the telephone and in face-to-face contacts
- Articulate sounds of SAE clearly

Upper Body Mobility:

- Use hands and fingers to feel, grasp, and manipulate small objects
- Manipulate fingers, twist, and bend hands at wrist and elbow

Strength:

- Lift, push, and/or carry objects which weight as much as 15 pounds on a frequent basis

Environmental Requirements:

- Occasional work interruptions
- Work cooperatively with others
- Work in both indoor and outdoor environments
- Ability to facilitate meetings while children are present

Mental Requirements:

- Read, write, understand, and apply routine information
- Math skills at basic Level

- Read a computer screen

To perform tasks as to:

- Answer telephones
- Work in a school/classroom setting
- Provide instruction in phonemic awareness & phonics

To perform tasks as to:

- Answer questions and transmit information to students, staff, parents, and others
- Work instructionally with students in phonemic awareness, phonics, & all areas of reading instruction

To perform tasks as to:

- Use a computer to word process and enter data
- To hand out and receive forms

To perform tasks as to:

- File and retrieve student records

To perform tasks as to:

- Perform scheduled work
- Direct students
- Gain cooperation of staff
- Perform clerical support work in a school setting

To perform tasks as to:

- Read reference materials and instructions, compose reports
- Maintain records

Job Title:

- Accurately transcribe information
- Process information quickly and make quick and effective decisions
- Decision-making
- Listen and retain information accurately
- Write and compose information in an organized manner
- Self-starter with minimal supervision
- Transfer information to forms
- Handle students/staff emergencies properly
- Apply school procedures and district policy appropriately
- Work with students in a classroom setting
- Maintain annual EL student progress reports