
POSITION DESCRIPTION

Educational Assistant – Parent Partner

General Definition of Work

Performs intermediate human support work. Supports students with academics in classrooms and small group instruction in district programs. Assists in language assessments as needed. Facilitates home-school communication by interpreting/translating information for families (e.g., referrals, special needs assessments, emergency information, student fees, parent conferences or parent meetings, truancy, registrations, after-school events) via meetings, phone calls, written communication, and home visits while maintaining appropriate confidentiality. Assists students and their families with completion of required forms and provides other information as needed, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

1. Support Hmong-speaking families through:
 - a. Completing school registration and/or enrollment forms and lunch application forms;
 - b. Creating a home-school connection, including home visits, as needed;
 - c. Initiating phone calls to set up appointments with families;
 - d. Translating beginning-of-the-year notes and required school information;
 - e. Translating information from the District and Principals;
 - f. Contacting Stevens Point Area Public School District schools on behalf of families who cannot afford to pay student fees;
 - g. Supporting and translating for parents involved with special needs assessment(s);
 - h. Supporting and translating, as needed, for parent conferences or parent meeting(s);
 - i. Suggesting referrals to community organizations, as needed;
 - j. Addressing truancy issues, as needed.
2. Contact building principals, English Language Learner (ELL) staff, ELL coordinator, psychologists, guidance counselors and social workers, as needed, to:
 - a. Obtain student referrals;
 - b. Support non-ELL school staff with emergency and urgent contact(s) with families;
 - c. Assist in language assessments, as needed.
3. Create documentation and database for families/students served including:
 - a. Maintenance of log of contacts and purpose of contact for time and effort reports.
4. Maintain communication with assistant superintendent-educational services and ELL coordinator.
5. Assume such other duties and responsibilities as may be assigned by the assistant superintendent – educational services and the building principal
6. Regular and reliable attendance is required

Knowledge, Skills and Abilities

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- Skilled fluency in English and Hmong or Spanish, both orally and in written communication.
 - Ability to prioritize well and complete tasks on time as required.
 - Ability to maintain appropriate confidentiality.

Education and Experience

Associates degree or completion of at least two (2) years postsecondary study (at least 48 credits).

Or you may have been an instructional paraprofessional in another district who met No Child Left Behind (NCLB) or Every Student Succeeds Act (ESSA) hiring requirements.

Or our district can assist you with meeting this certification if needed.

Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires standing, walking and speaking or hearing, frequently requires sitting and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities.

Environmental Conditions

This work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Classroom Support Staff Compensation Plan

FLSA Status: Non-Exempt

Last Revised: 6/2022

Stevens Point School District, Stevens Point, Wisconsin