JOB DESCRIPTION

JOB TITLE: Paraeducator II - Bilingual

Job Family: Instructional/Student Services

Range: 15

Job Purpose Statement/s: The job of "Paraeducator II - Bilingual" is done for the purpose/s of assisting in conducting intensified, positive learning experiences for students in assigned areas of study; assisting certificated teacher(s) in the instruction, supervision, and training of individual or groups of students whose primary language is other than English; provide a variety of responsible instructional support activities to enhance the educational environment within assigned classrooms and requires a high degree of positive contact with certificated staff and limited or non-English speaking students.

Essential Job Functions:

* **Assists** certificated teacher or teachers in classroom operation, including the teaching of academic skills related to the level of achievement for a group of students whose primary language is other than English.
* **Tutors** students individually or in small groups to reinforce and follow-up learning activities.
* **Monitors** and assists in administration of student testing and scores tests as directed.
* **Oversees** and supervises students during classroom activities, on campus/play fields, in library and on field trips.
* **Assists** instructional personnel with the development and presentation of learning materials and instructional exercises.
* **May** translate a variety of instructional materials from a designated second language to English or vise versa.
* **Performs** a variety of regular clerical duties, such as filing, typing or duplicating materials.
* **May** assist in parent conferences, parent orientation, or answer questions using a designated second language as required or needed by school site or District administration.
* **Maintains** student records, attendance and files.
* **Operates** a variety of instructional media, office machines and equipment.
* **Maintains** discipline in the absence of the teacher.
* **Maintains** records of materials and equipment as directed.
* **Maintains** a safe and appropriate learning environment.
* **Monitors** and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment for other instructional media.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.

Job Requirements - Qualifications:

* **Experience Required:** Prior job related experience paid or volunteer with school age children. Demonstrate language arts proficiencies in a designated second language.
* **Skills, Knowledge and/or Abilities Required:**
  Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in both written and verbal form, use correct grammar, punctuation and spelling.

Knowledge of designated language (written and oral), principles of child development, instructional process. *Abilities* to stand and walk for prolonged periods, communicate effectively in both English and designated language, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling, talking/hearing conversations, near/far visual acuity. Speak, read and write a designated second language.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's adopted Proficiency Examination with a satisfactory score.