PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 17, 2026
Salary Schedule: 20; Row**:** 13

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **PARAEDUCATOR - BILINGUAL**

JOB PURPOSE STATEMENT: Under the supervision of the Principal or Designee, provides instructional and linguistic support to English Learners and multilingual students to ensure meaningful access to grade-level content and language development; supports designated and integrated ELD, scaffolds instruction, assists with small group and individual learning, and facilitates communication between school and families in the home language, promoting language acquisition, academic achievement, and family engagement in alignment with district, state, and federal requirements.

JOB FUNCTIONS:

- Clarify and reinforce lesson content, directions, and academic vocabulary to ensure EL students understand core instruction.
- Assist with classroom activities, interventions, and instructional routines that promote engagement and language acquisition for ELs.
- Assist certificated staff in implementing Designated and Integrated ELD strategies, including scaffolding, language objectives, and structured academic talk.
- Monitor student participation, progress, and engagement, and provide feedback to teachers to support instructional planning.
- Support the implementation of accommodations and instructional supports for ELs, including long-term ELs and newcomer students, as directed.
- Assist in administering and organizing instructional materials and resources that support multilingual learners and culturally responsive practices.
- Reinforce positive behavior, social-emotional development, and a culturally inclusive learning environment for multilingual students.
- Administers tests and language assessments under the guidance of a classroom teacher or resource teacher for the purpose of evaluating students' language ability

JOB FUNCTIONS:

- Assists in the translation of material for English/Spanish verbal and written communication(s) for the purpose of implementing lesson plans for students who are primarily assigned to them, and in preparation for meetings
- Confers/meets with teachers, parents, and/or appropriate community agency personnel for the purpose of assisting in the evaluation of students progress and/or implementing of students' objectives
- Performs record keeping, basic clerical functions, basic arithmetic calculations, scheduling, copying etc., for the purpose of supporting the teacher in maintaining students' files and providing classroom materials
- Records students' progress in language acquisition for the purpose of documenting students' performance
- Monitors individual students/classroom for the purpose of maintaining a safe and positive learning environment
- Knows the principles of child development and instructional processes
- Understands/addresses/interacts positively with students with special language needs
- Knows general purposes and goals of public education
- Maintains cooperative and effective working relationships with students, staff, and parents
- Performs tasks with initiative and independent judgment
- Observes and reports to the teacher unusual or atypical behavior or other problems
- Projects a mature, constructive, stable, and healthy attitude in the learning environment
- Uses English and Spanish clearly and distinctly in both written and verbal form, correct grammar, punctuation, and spelling
- Understands and carries out oral and written instructions in English/Spanish
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Performs other related duties as assigned or needed

JOB QUALIFICATIONS:

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation, basic arithmetic, record keeping, letter and report writing
- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations
- Modern office practices and procedures, including filing systems, telephone operator techniques, and software programs
- General customer service skills
- Basic mathematical, ledger, and statistical procedures
- Appropriate safety and security precautions, practices, and procedures

Ability to:

- Understand, interpret, and carry out oral and written directions
- Learn and utilize new and current technologies
- Compose correspondence independently
- Use independent judgment
- Establish and maintain effective working relationships
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Maintain confidentiality of privileged information
- Communicate effectively using correct grammar
- Follow instructional plans, work independently, and exercise sound judgment.
- To communicate clearly and effectively in English and Spanish, both orally and in writing.
- To collaborate with teachers, counselors, site administrators, families, and support staff.
- To work effectively with students from diverse linguistic and cultural backgrounds.

EDUCATION:

- Graduation from high school or equivalent
- Pass a bilingual proficiency exam
- Must possess one of the following:
- An associates or higher college degree; or
- The equivalent of 60 semester or 90 quarter units of college credit; or
- Passed the Perris Union High School District proficiency examination

EXPERIENCE:

- Experience working with students in a multi-cultural learning environment is desirable.

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Noise
- Indoor/outdoor

Hazards:

- Exposure to aggressive or uncooperative behaviors
- Exposure to adverse weather conditions
- Uneven terrain and surfaces

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time

- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Kneeling, crawling, lie on back
- Light work: lifting, carrying, pushing and/or pulling up to approximately 25 pounds