

# Job Description

<b>Position Title</b>	<b>Instructional Paraprofessional – English as a Second Language (ESL)</b>		
<b>Building</b>	Varies	<b>Department</b>	English as a Second Language
<b>Hours</b>	Varies	<b>Supervisor</b>	Building Principal/ESL Teacher
<b>Band and Grade</b>	B-21	<b>Tools and Equipment</b>	Pencils, pens, games, games, flashcards, books, computer

<b>Primary Function</b>	Under the direction of a teacher, performs duties involved in the instruction of ESL students. Works closely with students in both individual and in small group settings to reinforce and practice instructional concepts and material presented by the teacher.
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<b>Essential Duties</b>	
<b>1</b>	Reinforces instructional concepts, ideas, or materials presented to students by the teacher. Works with students individually or in groups using worksheets, exercises, games, or software to reinforce materials, i.e. reading and comprehension intervention groups.
<b>2</b>	Assists teacher in preparing for classes by typing tests, copying materials, filing, recording tests, gathering supplies, and providing assistance in setting-up classroom for special projects.
<b>3</b>	Monitors student behavior and disciplines students as necessary, informing teacher of difficulties or problems encountered by students and/or their progress.
<b>4</b>	Assists students in completing assignments in math, spelling, writing, reading, science, or other subjects. Helps students understand instructions and concepts.
<b>5</b>	Creates and displays room decorations, posters, and bulletin boards to highlight various subjects or themes.
<b>6</b>	Prepares behavioral contracts and point sheets between staff and students, outlining objectives for achievement and establishing a reward system.
<b>7</b>	Works with students on supplemental instruction.
<b>8</b>	Helps students, individually or in groups, with assignments by utilizing specific teaching strategies and an acquired knowledge of learning styles.
<b>9</b>	Does recess duty; before school supervision; lunchroom supervision; flag duty; breakfast supervision; morning hallway supervision; and/or supervises students before first bell.
<b>10</b>	Provides assistance to an individual or a small group of ESL students in in the areas of homework help; organizational help; checks planners; math; vocabulary/oral skills, etc.
<b>11</b>	Administers state and local assessments to individual students as requested by administrator or ESL teacher.
<b>12</b>	Communicates with mainstream teachers regarding student needs and verifies how to best assist students during "homework help time."
<b>13</b>	Copies and organizes weekly materials for each grade; copies and assists in completing

	documentation forms; updates files, etc., per request of ESL teacher.
<b>14</b>	Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
<b>15</b>	Monitors work, corrects papers, and make-up work as assigned by the certified staff.
<b>16</b>	Performs assigned supervision of students during field trips or any other activity.
<b>17</b>	Orally interprets information to students and parents if needed.
<b>18</b>	Assists students with social skills – Helps students respond appropriately to teachers and peers; models appropriate behavior including showing respect, responsibility, and safety.
<b>19</b>	Assists students with independent work; reads aloud and listens to students read; and assists with writing and reading.
<b>20</b>	Explains in Spanish concepts in math, science, or any other class; supports ESL students when working on content area instruction; translates and explains in Spanish lessons, tests, assignments, activities, etc.
<b>21</b>	Performs other duties of a similar nature and/or level.

<b>Minimum Qualifications</b>	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of District policies and building rules.</li> <li>• Knowledge of disciplinary policies.</li> <li>• Knowledge of basic office equipment and procedures.</li> <li>• Knowledge of fluent Spanish.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in applying disciplinary policies.</li> <li>• Skill in relating to and understanding children.</li> <li>• Skill in developing a rapport with children and explaining concepts in a simple and understandable manner.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.</li> <li>• Skill in communicating in Spanish.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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