



Classified Job Description

CSEA Revised: March 16, 2015
NJUHSD Board Revised: April 8, 2015

Position Title:	PARAEDUCATOR BILINGUAL/ELL
Contract Term:	9 months per year
Salary Range:	20

GENERAL DEFINITION:

Under the direction of the site administrator and/or applicable teacher performs supportive instructional and clerical duties, and other related assignment as required.

UNDER SUPERVISION OF:

Principal/Teacher/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Under the direction of the classroom teacher, works with students individually or in small groups, tutoring, reinforcing or following up on the teacher's lessons.
2. Assists in testing, in scoring tests, and in the evaluation of progress and problems.
3. Follow teacher's lesson plans, assists teacher in preparation of plans.
4. Help instruct in two languages, English and another language.
5. Prepares materials and equipment and operates basic and specialized instructional equipment.
6. Translates documents from English to applicable foreign language.
7. Maintains an orderly environment in the classroom or learning facility
8. Supervises students on field trips, ride the bus with students.
9. Make home visits as needed.
10. Interpret for non/limited-English speaking students or parents, including at lunch, on the school grounds or during home visits.
11. Attend in-service training programs and appropriate coordination meetings.
12. Uses various instructional software programs and instructs students in their use.
13. Acts as a foreign language translator between staff, students and parents.
14. Assists classroom teachers and other programs with parent communication and activities.
15. Maintains records as required by district, State and Federal timelines.
16. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
17. Keeps records as required by district, state, and federal guidelines.
18. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent and one year experience working with children. Must have the ability to pass the Paraeducator/Instructional Aide exam or have completed two years of study at an institute of higher education or have an Associate of Arts (AA) degree or higher.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license with good driving record and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

LANGUAGE SKILLS:

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS and ABILITIES:

Read, write, and speak English and other designated language at a level sufficient to fulfill the duties to be performed; required to pass the instructional aide test; experience working with young people. Ability to read and write in the designated language shall be determined by standardized assessment, if available, or informal assessment by native speakers. Ability to speak in the designated language shall be determined by an interview panel of school and community members, the majority of whom are fluent in the designated language. Candidate must be familiar with the cultural heritage of the LEP students.

Ability to understand and apply rules, procedures, and policies; to establish and maintain effective working relationships with students, parents, teachers, and administrators; to apply basic instructional methods; to operate instructional machinery. Demonstrate quality work and exceptional work habits.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs. such as moving or rearranging furniture, equipment, or supplies. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The work environment characteristics described here are representative of those an employee encounters while performing

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.