



Paraprofessional - Level 1 English Learner Support

Purpose Statement

The job of Paraprofessional - Level 1 English Learner Support is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for improving English Learner students success in basic academics (reading, language and/or math); relieving teachers of clerical tasks; and assisting students by modeling the skills necessary to perform assignments. All plans for a lesson originate through the classroom teacher.

This Job reports to Building Administrator and Executive Director of Pupil Services

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives and/or English acquisition.
- Assists in assessing English Learner students for the purpose of supporting modifications and accommodations, and/or district benchmarks and language acquisition goals.
- Assists English Learner students in accessing the school building, classroom and necessary personnel.
- Provides supplementary instruction to increase access to curriculum and instruction.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Collects and inputs data for case manager for the purpose of following established procedures.
- Communicates with supervising instructional staff and professional support personnel (e.g. teachers, counselors, etc.) for the purpose of assisting in supporting English Learner students.
- Models conversation, behavior, cleanup activities, listening and everyday interactions for the purpose of maintaining a safe and positive learning environment.
- Monitors students during assigned periods within a variety of school environments (e.g. lunch, bus stops, crosswalk duty, playground, classroom, field trips, assemblies, etc.) for the purpose of maintain a safe and positive learning environment.
- Provides instruction to students under the direction of the classroom teacher for the purpose of implementing language acquisition activities and assisting in adapting to mainstream classrooms and ensuring student access.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Supports student transitions from one area of the building to another area for the purpose of student safety.
- Consistent and regular attendance is an essential function of the position.
- Required to use the Time Clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.

- Ability to work to implement the vision and mission of the District.

Other Functions

- Assist with field trips and class supervision.
- Assist with preparation of bulletin boards, learning centers, etc.
- Arrange instructional materials for the classroom.
- Attend meetings/training as requested.
- May be assigned routine clerical duties such as filing, typing, etc.
- May be assigned to specific assignments such as study halls, cafeteria supervision, media center, in school suspension, after school detention, etc.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrate effective human relations and communication skills.
- Adhere to all district rules, regulations, and policies.
- Adheres to good safety practices.
- All other duties as required or assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with other; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with frequent interruptions.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience desired.

Education: High School Diploma or Equivalent - Required

Required Testing

None

Certificates and Licenses

60 college credit hours or successful passage of the DESE approved paraprofessional exam or successful passage of Frontline substitute teacher training

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date**Revised Date****Salary Grade**

Support Staff Salary Schedule Range 12