

BILINGUAL PARAPROFESSIONAL

DESCRIPTION

The Bilingual Paraprofessional assists English Language Learners and their families. This involves both native language support and tutoring of academic subjects.

MINIMUM QUALIFICATIONS

The Bilingual Paraprofessional position requires the ability to:

- Perform a variety of clerical duties such as filing, sorting, duplicating, data entry and retrieval, and maintaining records
- Translate letters and reports from English to Spanish, using appropriate spelling, grammar, punctuation and vocabulary
- Treat students, parents and staff courteously and tactfully
- Develop and maintain effective and cooperative working relationships
- Work confidentially
- Comply with schedules and meet deadlines
- Pass required background checks and clearances
- Have First Aid Card and CPR certificate
- The Bilingual Aide must also pass the aide Proficiency Test

DUTIES

- Assist with CELDT Testing
- Administer the LAS in Spanish
- Develop a schedule, in cooperation with the ELD teacher, to ensure that eligible students are served regularly
- Provide intensive academic tutoring, language development activities, and native language support when needed
- Keep parents informed about student progress, behavior, attendance issues – making home visits and attending conferences
- Translate at Student Study Team, Individual Education Plan, and Transition meetings as requested
- Maintain EL student files, collecting test results, BILPS, re-classification documents, and parent notifications
- Participate in staff development as required

The above statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities.

WORKING CONDITIONS

- Weather: Exposure to hot, cold, wet, snowy, humid or windy conditions.
- Heat: Exposure to non-weather hot temperatures
- Noise: Exposure to constant or intermittent sounds of a pitch and level sufficient to cause marked distraction. Rating 3-4
- Atmospheric Conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, poor ventilation that affect the respiratory system, the eyes, or the skin

- Hazards: moving equipment, electrical shock if audio/visual equipment is used, high, exposed places, radiant energy, explosives (such as gasoline), cleaning solvents

| PHYSICAL ACTIVITIES REQUIRED | | | | | | | | | | |
|------------------------------|---------|---------|---------|----------|----------|----------|---------|----------|----------|----------|
| Standing | Sitting | Walking | Bending | Stooping | Climbing | Kneeling | Pushing | Twisting | Reaching | Crawling |
| D/F | D/F | D/F | D/F | D/F | D/O | D/F | D/F | D/F | D/F | W/F |

| LIFTING | | | | | |
|----------|----------------|--------------------------|-------------------------|-------------------------|--------------------------------------|
| | Size of Object | To and From Ground Level | To and From Waist Level | To and From Chest Level | To and From Shoulder Level and Above |
| #0-10 | | D/F | D/O | W/O | W/O |
| #11-20 | | D/F | D/F | W/O | W/O |
| #21-50 | | D/O | D/O | W/O | W/O |
| #51-100 | | W/O | W/O | O/R | O/N |
| #100-125 | | O/R | O/R | O/R | O/R |

| CARRYING | | | | |
|----------|------------------|-------------------|-----------------|---------------|
| | Distance Carried | Frequency Carried | Method | Height Object |
| #0-10 | 200' | D/F | Hand held | Waist level |
| #11-20 | 200' | D/F | Hand held | Waist level |
| #21-50 | 100' | D/F | Hand held | Waist level |
| #50-100 | 200' | W/O | Cart | - |
| #100-125 | 4' | O/R | On and off cart | - |

Key:

| | | | |
|-----------|--------------|-------------------------|----------------------|
| Frequency | | Percentage of Frequency | |
| D | Daily | N | Not performed at all |
| W | Once a week | R | Rarely |
| M | Once a month | O | Occasionally |
| O | Other | F | Frequently |
| | | C | Continuously |

Salary Range:

Range E on the Classified Salary Schedule

Employment Period:

182 days - Based on the school calendar