

Position: Paraeducator III—Bilingual (Specified Foreign Language)	Salary Range: 23
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Summary

Provides a variety of instructional, clerical, and group behavior assistance to individuals or small groups of students in English and a specified foreign language. Provides other support services such as translation. Assists certificated staff in the preparation and use of materials to enhance the student learning experience. A Paraeducator III—Bilingual (Specified Foreign Language) must be able to work with students in intervention programs and with students in a wide range of academic and behavior levels. Paraeducator III—Bilingual (Specified Foreign Language) employees may be transferred between sites to meet the District needs of the student population.

Distinguishing Characteristics

This position works independently under the occasional direction of a site administrator or other certificated staff to implement and modify curriculum in multiple subject areas. The specified foreign languages (e.g., Spanish, Korean, or Japanese) are determined by the needs of the students as identified by the district.

Essential Duties and Responsibilities

May perform some or all of the following in English and a specified foreign language:

- Works independently on an in-depth basis with small groups and/or individual students to provide positive learning experiences.
- May work independently to remediate for student learning challenges based upon the most appropriate academic program.
- Confers, as needed, with certificated staff concerning programs and materials to meet student needs. Alerts teacher to any special problems or information concerning students.
- Proctors and administers tests (e.g., standardized test for English proficiency and primary language assessments). Scores tests and written papers based on answer keys or rubrics. Keeps appropriate records, including student demographic data.
- Performs clerical support duties as required including preparing and maintaining a variety of files and records.
- Operates a variety of office equipment as needed, including a computer, audio-visual equipment and copier.
- Provides significant language support for students in assigned program after appropriate training has been provided.
- Confers with teachers and parents as directed by the site administrator or other certificated staff to develop and evaluate individual and group educational goals and objectives.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

▪ Knowledge and Skills

Understanding of the practices and principles of child guidance is required. Basic understanding of education and teaching methods is required. Analytical and assessment skills necessary. Well-developed communication skills are required to interact in both formal and informal settings. Requires good record keeping, clerical and computer skills. Must have considerable communication skills to interact in both formal and informal settings in English and specified foreign language and to project a positive image and convey information. Models appropriate student behavior. Requires excellent articulation, spelling, reading, written and oral language, and math skills.

▪ Abilities

Bilingual paraeducators must have the ability to understand, speak, read and write English and the specified foreign language. Ability to implement instructional goals and activities. Must have the ability to assess the needs of individual students and develop programs to meet those needs. Some positions at this level may require additional specialized skills. Demonstrates ability to recognize and protect confidential information and to respect privacy of students. Must demonstrate ability to conduct assessments in standard manner. Must be able to problem-solve incidents with students. Must be able to adapt and learn new procedures and programs as implemented by the District. Requires the ability to take precautions against nominal exposure to health and safety risks. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ Physical Abilities

Requires ambulatory ability to go to different locations. Requires speaking and hearing to communicate in person or over the phone. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires sufficient arm, hand, finger dexterity in order to operate a computer keyboard, typewriter, and other office equipment.

▪ Education and Experience

High School diploma or equivalent required. Must have (1) at least two years of study at an institution of higher education or (2) an associate degree (or higher). Must meet a rigorous standard of quality and demonstrated knowledge of and ability to assist in instructing reading, writing and mathematics, as determined by a formal state or local assessment in English and the specified foreign language. Additional experience working with school age students desired.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid and CPR training may be required.