

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: PARAPROFESSIONAL-BILINGUAL

BASIC FUNCTION:

Under the direction of the Principal, assists a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; assists in the preparation of instructional materials and implementation of lesson plans; provides routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer basic first aid and CPR as needed.

Assists a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translates for teachers or non-English speaking parents as needed.

Assists assigned teacher with the implementation of lesson plans; administers various tests as directed; prepares mandated reports and documentation as required.

Assists students in completing classroom assignments, homework and projects; assures student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.

Observes and controls behavior of students in the classroom according to approved procedures; monitors students during outdoor activities as directed; report progress regarding student performance and behavior.

Operates a variety of classroom and office equipment including a computer, copier and assigned software.

Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; grades student tests and assignments; records grades; maintains student records and files as assigned.

Provides classroom support to the teacher by setting up work areas and displays, and distributing and collecting paper, supplies and materials.

Reads books to students and observe their reading abilities as assigned; assists students with letter and word pronunciation and recognition; assists students with spelling and writing exercises and assignments.

Serves as an interpreter for parent conferences and telephone calls as needed; assist personnel in communicating with non-English speaking parents to discuss concerns and needs.

Tutors individual or small groups of students, reinforcing instruction as directed by the teacher; monitors and oversees student drills, practices and assignments in various subjects; confers with the teacher concerning lesson plans and materials to meet student needs; assists with the implementation of lesson plans.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Child guidance principles and practices.

Safe practices in classroom activities.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Assist with instruction and related activities in a classroom or assigned learning environment.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Perform a variety of clerical duties in support of classroom activities.
Read, write, translate and interpret English and a designated second language.
Assist in the preparation of instructional materials and implementation of lesson plans.
Read books to students and assist with reading and writing activities as assigned.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Operate standard office and classroom equipment.
Observe health and safety regulations.
Maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED some experience working with students in an educational or organized learning environment. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid First Aid and CPR certificate issued by an authorized agency.
Incumbents must be able to take and pass the proficiency test in English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor classroom/outdoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

HAZARDS:

Potential contact with blood and other body fluids.
Potential contact with blood-borne pathogens and communicable diseases.

FLSA Status

Non Exempt

Approval Date

3/01/08, 9/28/17