

## English as Second Language Para Educator

### Purpose Statement

The job of English as Second Language Para Educator is done for the purpose/s of assisting in the assessment of students' English language acquisition from their native language; administering tests; performing classroom clerical tasks and serving as a resource to other school personnel requiring assistance with non-English speaking persons.

### Essential Functions

- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in small groups, with assignments for the purpose of practicing and/or reinforcing learning concepts.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions to meet established annual State requirements.
- Collaborates with staff for the purpose of providing necessary support and information related to the student's progress.
- Guides students in independent study (e.g. enrichment work, remedial work, etc.) for the purpose of ensuring student success.
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains instructional materials and data sheets for the purpose of ensuring availability of instructional materials and/or providing reliable information regarding student progress.
- Monitors students during assigned periods within a variety of school environments (e.g. classroom, library, playground activities, etc.) for the purpose of providing a safe and positive learning environment.
- Performs various administrative support and record keeping functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Translates verbal and written communication(s) as needed, provided the employee has the appropriate translation skills, for the purpose of assisting teachers and parents in communicating.

### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in a classroom; planning and managing projects; adhering to safety practices; and administering first aid.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, 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: age appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; 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. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

### **Required Testing**

### **Certificates and Licenses**

### **Continuing Educ. / Training**

Up to 20 hours annually of in-service training

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

### **FLSA Status**

Non Exempt

### **Approval Date**

2/22/2010

### **Salary Grade**

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