

ESL PARAPROFESSIONAL**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. High School Diploma or equivalent.
2. Applicant must have 32 college credits OR ETS Para Assessment Test with a passing score of 460 or higher.
3. Knowledge and skill in the teaching and use of math and reading including the ability to pronounce vowels, consonants, phrases, and words in a phonetically correct manner.
4. Ability to administer standardized and other diagnostic tests.
5. Ability to work with staff, students, and the public.
6. Computer knowledge and experience with word processing, e-mail, spreadsheets, etc.
7. Evidence of emotional maturity and stability necessary for the specialized work involved.
8. Previous experience preferred, but not mandatory.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Building Administrator

Supervises: N/A

Job Goals:

To work with selected students on a one-on-one basis or in small group settings to assist the students with improving their reading and math skills so that they may reach their full potential.

Essential Duties and Responsibilities:

1. Administers reading and math tests to identify the level of student achievement.
2. Works with the classroom teacher and Building Administrator to determine the instructional needs of each Title One/ESL student.
3. Works with small groups of students and with individual students in reading and math.
4. Maintains student files as requested and required by the needs of federal, state and local guidelines to track student progress.
5. Assists the Federal Programs Office in gathering a variety of data that is needed for reporting to state and/or federal agencies.
6. Attends in-service classes, building meetings and district meetings.
7. Prepares tutoring area for instructional activities and constructs learning materials.
8. Operates equipment (i.e., computers, VCRs, overhead projectors and copy machines).
9. Assists students on arrival and departure from tutoring area.
10. Communicates with parents and families as directed by teacher or administrator.
11. Participates in the school as a regular part of the staff and accepts supervision and other duties as requested.
12. Maintains high standards of ethical behavior and confidentiality.
13. Has regular and predictable attendance.

Other Duties and Responsibilities:

Equal Opportunity Employer

Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position will be up to 7 hours per day; up to 176 days per year and determined annually based on student need and budget. Salary placement will be determined by the Paraprofessional & Aide Salary Schedule, as adopted by the Board of Trustees. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated annually by the Building Administrator in accordance with the Board’s policy on the evaluation of classified personnel.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; sit; have sufficient hand, arm and finger dexterity; reach with hands and arms; stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds, and on occasion, may be required to lift heavier weights with assistance.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. The employee may occasionally be exposed to outdoor weather conditions.

Reviewed _____ Revised 08/09
07/12
05/15

Equal Opportunity Employer

NOTES:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance