

CARLISLE COMMUNITY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE K-12 Paraeducator for English Language Learners (ELL)

REPORTS TO Director of Special Programs and teachers as assigned

QUALIFICATIONS

Required

- High School Diploma
- Ability to prioritize, organize, and accomplish assigned work
- Ability to function within the framework of a school environment
- Must clear criminal and child abuse background check
- Paraeducator Generalist Certificate or willingness to obtain

Preferred

- Experience working with students, Mandt training
- Completed coursework in education, linguistics or a related field
- Completion of English Language Learner Paraeducator course through AEA

PERFORMANCE RESPONSIBILITIES

- Instructional Support:
 - Assist the ELL teacher in planning and implementing lessons tailored to the linguistic needs of ELL students.
 - Provide small group or one-on-one instruction to reinforce language concepts and academic content.
 - Use teaching strategies to engage ELL students effectively.
- Student Engagement:
 - Help ELL students participate in classroom activities and discussions by providing language support and encouragement.
 - Monitor student progress and provide feedback to the ELL teacher regarding student understanding and needs.
- Classroom Management:
 - Support the establishment of a positive classroom environment conducive to learning for ELL students.
 - Assist with classroom management, ensuring a safe and respectful atmosphere for all students.
- Collaboration:
 - Work collaboratively with the classroom teacher, ELL staff, and other educators to identify and address the individual needs of ELL students.
 - Participate in team meetings and professional development opportunities to enhance instructional skills and knowledge of ELL strategies.
- Record Keeping:
 - Assist in maintaining accurate records of student progress and interventions used.
 - Support the preparation of reports and documentation for ELL program evaluation.

PHYSICAL REQUIREMENTS

- Ability to work with interruptions during a work shift
- Able to stand/walk throughout the day
- Able to lift/carry up to 10-15 pounds
- Able to stoop and bend

WORK ENVIRONMENT

- Noise level may be quiet to loud
- Work may be indoors or outdoors
- Tobacco and alcohol free environment
- Travel will be required between multiple buildings in the district

TERMS OF EMPLOYMENT

- Wage and work year to be established by Administration
- Employment per Board Policies and Administrative Rules and Regulations
Performance evaluated after three months and one year followed by every other year thereafter, or as deemed necessary by the building administrator

Evaluation:

- Performance of this job will be evaluated in accordance with board policy
- Evaluation is the responsibility of the administration or designee
- Employees will be evaluated once within the first year of employment and every two years thereafter

Disclaimer:

- The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

Nondiscrimination Notice

The Carlisle Community School District does not discriminate on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, religion, creed, or disability. The Carlisle Community School District is an Equal Opportunity/Affirmative Action Employer.

Character, Service and Excellence in Everything We Do.