



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Paraprofessional, Bilingual

Job Summary:

The Bilingual Paraprofessional assists with the instructional and non-instructional duties, as directed by the teacher for English Language Learner students. They assist and support the academic development of multilingual students.

Essential Functions (May include, but not limited to):

1. Assist ELL students by providing instructional support under the guidance of a Title III Intervention Teacher.
2. Provide individualized and small-group bilingual instructional support to enhance students' English proficiency in listening, speaking, reading, and writing.
3. Support students in improving their academic achievement in core subjects such as reading and mathematics, as measured by standardized assessments.
4. Help implement instructional strategies tailored to the needs of ELL students.
5. Facilitate communication between students, teachers, and parents to support academic progress and engagement.
6. Reinforce lessons presented by teachers by reviewing materials with students and providing additional explanations as needed.
7. Assist in administering assessments and tracking student progress toward language acquisition and academic goals.
8. Support the creation and adaption of instructional materials to meet diverse language and learning needs.
9. Encourage and support students' development of confidence and independence in an educational setting.
10. Maintain confidentiality regarding student records and progress.

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11. Perform clerical tasks such as preparing classroom materials and maintaining student records as directed by the supervising teacher.
12. Participate in training and professional development opportunities related to bilingual education and instructional strategies.
13. Uphold district policies and procedures and maintain a safe and respectful learning environment.
14. Performs other duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Qualifications:

Education:

Must have one of the following:

- Earned at least 60 college credit hours
- Obtained an associate's degree (or higher)
- ETS Paraprofessional Assessment (score 460 or higher)
- College Board's SAT (score at least 480 on evidence-based reading/writing, score at least 530 on math)

Skills:

Strong interpersonal skills with the ability to work effectively and harmoniously with all students, specially those at risk. Proficiency in typing and using a computer. Ability to interact with students, staff, and parents courteously and tactfully. Basic mathematics and pre-algebra concepts. Demonstrated proficiency in speaking, writing, and reading both English and Spanish. Must be Bilingual.

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Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Job Considerations:

Certification: N/A

Type of Certification: N/A

Bargaining Unit: Service Employees International Union (SEIU)

Salary Schedule: Paraprofessional Salary Schedule, 183 days per year

Immediate Supervisor: Building Principal

Date: 3/18/2025

TM: tvs

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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Translation services are available upon request, please call 760-1259

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