GILBERT PUBLIC SCHOOLS
JOB DESCRIPTION

Paraprofessional Assistant - ELL

Purpose Statement

The job of Paraprofessional Assistant is done for the purpose/s of assisting in the supervision and instruction of regular or special needs students under the supervision of a certificated teacher in a special education classroom; observing and documenting student progress; implementing plans for instruction; and providing clerical support to teacher.

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the teacher for the purpose of providing an opportunity for all ELL students to participate in classroom activities.
- Confers with teachers on a regular basis for the purpose of assisting in evaluating ELL student progress.
- Supports academic instruction taught by a teacher for individuals or small groups for the purpose of meeting learning goals.
- Instructs ELL students (e.g. reading, writing, verbal skills, content areas, behavioral skills, etc.) for the purpose of supporting accessibility to district curriculum and ensuring students success.
- Performs record keeping (daily data on instruction and/or behavior) and clerical functions (e.g. correcting papers, copying, instructional materials, etc.) for the purpose of supporting the teacher in providing necessary records/materials.
- Responds to emergency situations (e.g. Injured student, fights, etc.) For the purpose of resolving immediate safety concerns.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

Job Requirements

Mental Requirements

Learning Development- Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 2 Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 3 Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. undesirable assignments.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience is desired.
Education: High school diploma or equivalent. All Paraprofessionals at a Title I campus must have the following: Associate degree; or AA Degree; or 60 college credits; or Evidence of passing the Para Pro Assessment Test.
Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. CPR/ First Aid Certificate

Compensation Details

FLSA Status: Non Exempt
Pay Schedule: Hourly - Grade 106
Work Calendar: Support 9 Month