



## **Bilingual Paraeducator**

### Job Description

<b>Reports To:</b>	Building Principal
<b>FLSA Status:</b>	Non-Exempt
<b>School Classification:</b>	Paraeducators
<b>Starting Pay Range:</b>	\$34,993 - \$53,741
<b>Location:</b>	Onsite
<b>Position Summary:</b>	Hiawatha Academies is seeking a passionate and dependable Bilingual Spanish-English Paraprofessional to support newcomer students who are developing English proficiency. The successful candidate will provide targeted academic support—particularly in science and math content classes—while fostering strong relationships, building student confidence, and serving as an advocate and cheerleader for English Learners.

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### **ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

#### ***General Duties***

- Provide academic and language support to English Learners (ELs) and immigrant students under the direction of the English Language Development team.
- Support instruction through small groups and one-on-one support in classrooms, with a focus on science and math content.
- Translate key instructions, assignments, and classroom materials to improve student comprehension.
- Assist students with organization, task completion, and staying engaged during lessons
- Help students develop positive behavioral and classroom management skills.
- Maintain confidentiality of sensitive student information.
- Build meaningful connections with students while promoting independence, motivation, and a growth mindset.
- Collaborate with teachers, specialists, and school staff to align support and maintain consistency for student success.

Last updated: 5/7/2025

**Other Duties**

- Attend staff meetings, trainings, or workshops as directed by supervising staff.
- Perform additional responsibilities as assigned by the ELD team or school leadership.

**QUALIFICATIONS GUIDE:**

**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.

**Education & Experience:**

- High school diploma or equivalent required.
- Two (2) years of post-secondary education OR ability to pass the ParaPro Assessment
- Two (2) years of experience working with students, preferably in a school or bilingual support role.

**Other Required Qualifications:**

- Bilingual fluency in Spanish and English (reading, writing, and speaking) – will be verified.
- Must pass state and federal background checks per education employment requirements.
- Reliable transportation required.

**Other Qualifications:**

- Bilingualism in Spanish and English required (will be verified)
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

**Preferred Knowledge and Skills**

- Understanding of English language development and experience working with multilingual learners.
- Familiarity with classroom strategies and vocabulary in science and math.
- Strong communication and interpersonal skills with students, families, and staff.
- Ability to manage time effectively, stay organized, and remain consistent with follow-through.
- High level of empathy, patience, and dedication to student success.
- Able to stay on task and work independently as well as collaboratively.
- Commitment to inclusive, culturally responsive education.

**Acquired Skills:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the teacher and/or principal regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

**Physical Demands:**

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 essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Classroom environment
- Noise level is generally moderate

- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

**Anti-Discrimination Policy and Commitment to Diversity:**

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").