



KENT SCHOOL DISTRICT

EQUITY | EXCELLENCE | COMMUNITY

Position Description

TITLE:	MLE Paraeducator	REPORTS:	Building Principal
DIVISION:	Multilingual Education	CLASSIFICATION:	KAP
FLSA:	Non-Exempt	WORK YEAR:	9 months
ISSUED:	April 26, 2019	SALARY:	KAP Salary Schedule

BASIC FUNCTION:

The EL (English Learner) Paraeducator assists teachers in providing research-based English language development as part of core instruction. The EL para helps students to meet grade-level standards by assisting with core classroom instruction that is aligned with the WA English Language Proficiency Standards (ELPS) and Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS). The EL para uses research-based best practices for ELs to assist teachers in delivering instruction as part of a collaborative teaching team.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

Works with school EL Specialist/Teacher for assignment of all job duties listed below, and other duties as assigned that fit within the KSD instructional model for EL. **(E)**

Supports student language development under the direct monitoring and direction of the building EL coach/facilitator and EL teacher. **(E)**

Conducts EL placement testing on regularly scheduled days. **(E)**

Conducts regular formative and summative language development testing with EL students, as directed by certificated EL staff **(E)**

Supports language development within CCSS/NGSS core instruction using WA State English Language Proficiency Standards (ELPS) applied to all content areas as part of supporting regular classroom instruction **(E)**

Supports a variety of teachers and students in content area classrooms by assisting to deliver grade level instruction as part of the collaborative teaching team. **(E)**

Participates in ongoing training with building and district EL specialists. **(E)**

Communicates with the KSD EL Data Processor in Multilingual Ed to ensure compliance to all federal and state requirements for student data and testing. **(E)**

Facilitates state-required monthly P223 count. **(E)**

Performs all EL-related data entry. **(E)**

Interacts appropriately and in a culturally responsive manner orally and in writing to all stakeholders, including students, colleagues, and families. **(E)**

Participates in professional learning for content area information, curriculum, and instructional practices. **(E)**

REQUIRED QUALIFICATIONS:

- At least 18 years old and hold a high school diploma or GED.
- AA degree or 72 quarter/48 semester college credits. Transcripts must on file to be considered for an interview.
- Successful completion of the ETS ParaPro Assessment will be accepted in lieu of college credits. Proof of score must be submitted as part of your application.

PREFERRED QUALIFICATIONS:

- Successful paraeducator experience in culturally and linguistically diverse schools and districts.
- Enrollment in an Alternative Routes teacher-prep program or desire to complete a teacher-prep program.

REQUIRED KNOWLEDGE AND ABILITIES:

- Must possess and continue developing knowledge of research-based effective methods and techniques for working with children
- Must be willing and able to work as a collaborative member of a team or multiple teams within the school
- May assist with student management in accord with district and school rules
- Must demonstrate the ability to exercise sound, independent judgment, including handling of confidential matters and maintenance of confidential student records
- Must meet deadlines
- May attend meetings
- May serve on committees
- May operate classroom technology as part of assisting with instruction
- Must keep work organized and carry out duties effectively and efficiently
- Must be able to work effectively under pressure.
- Must communicate clearly and concisely, with courtesy and respect.

- Demonstrates developing expertise in research-based best practices for English Language Development (ELD) developed through participation in KSD-delivered courses
- Demonstrated, developing understanding of WA English Language Proficiency Standards (ELPS) as aligned to CCSS/NGSS
- Demonstrated, developing expertise in one or more core instructional areas, with experience supporting KSD core instruction preferred
- Demonstrated personal and professional belief that all students, including English learners, can learn and can perform at grade level or higher
- Demonstrated personal and professional belief that English learners and other culturally and linguistically diverse students and families are assets to the Kent School District and community
- Demonstrated ability to communicate professionally and effectively with school staff, students, and families
- Demonstrates flexibility, patience, willingness to learn and adapt to diverse school and classroom environments
- Demonstrates ability to build and maintain positive relationships with students, staff, and families.

WORKING CONDITIONS:

Environment:

- K-12 school environment.
- Must interact with others in a work environment and adapt to new or different conditions and be flexible and adapt to changes in plans or activities on short notice.
- Provides daily instructional support activities in the elementary or secondary grade level and/or content area classroom.
- Works as part of a collaborative team inside the classroom with teachers and students.
- Interacts daily with students, school staff, families, and community members.
- Manages and maintains records and data.
- Uses computers for instruction and personal productivity.
- Regular attendance, punctuality, and performance of assigned duties is required.

Physical demands:

- Working with children
- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

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.

Hazards:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.