

## **Spanish Bilingual Paraprofessional**

**QUALIFICATIONS:** Valid and registered Paraprofessional or Sub License  
Must be proficient in both spoken and written English and Spanish  
Demonstrated aptitude for the work to be performed.  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Teacher

**JOB GOAL:** To assist the teacher in achieving teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

## **Essential Job Functions**

- Provide assistance to the classroom teacher, performing a variety of tasks relating to the physical and instructional needs of the students.
- Assists and guides students to reinforce reading, language arts, mathematics, technology instruction, and other skills.
- Works with students individually and in small groups to reinforce language, learning, and implement assigned programs.
- Assists professional staff in the administration and correction of classroom exercises, tests and assessments.
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs.
- Assists with record-keeping procedures to document student learning and performance.
- Assists with classroom behavioral management to minimize disruptions, ensure a safe and orderly classroom, and ensure students are on task.
- Participate in English Learning required trainings and professional development.
- Assist with ACCESS and/or WIDA assessments.
- Assists students in non-instructional areas, such as supervising the student lunch programs, bus duty, playground duty, corridor, study hall, and other related non-instructional areas.
- Accompanies students on field trips for the purpose of assisting with supervision.
- Constructs, copies and distributes and uses educational materials as needed.
- Assists teachers with parent contact as requested to foster effective and participatory parent involvement in student education.
- Provide translation/interpretation for parents and students.
- Provide language accommodations for students based on language levels.

# Knowledge, Skills and Abilities

- Ability to carry out instructions furnished in written or oral form.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed to assist students.
- Ability to effectively translate English to native language, and native language to English.
- Ability to understand, apply and use personal computers and software applications
- Ability to work with a diverse group of individuals.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students who are learning English as a second language.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to report work orally or in writing to supervisor as required.
- Effective writing and verbal communication skills.
- Perform any other related duties as assigned

## TERMS OF

**EMPLOYMENT:** Salary and work year to be according to the current schedule and calendar.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the NPEA IEA/NEA ESP Agreement.