

Job Title: Para Educator B: Multi Language Learners (MLL)

Classification: Educational Support

Reports To: Building or Department Administrator

General Description: Under the direction of the Building Administrator and the MLL Teacher, is responsible for applying MLL strategies and supporting language development for MLL students. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

Performance Responsibilities/Essential Functions:

1. As directed by the MLL certificated teacher: classroom based and pull-out instruction intervention for individuals and small groups.
2. Identifies new and returning MLL students.
3. Collaborates with classroom teachers as to the needs of MLL students.
4. Proctoring the Language Proficiency screener for new students within the first 10 attendance days.
5. Administers the annual English Language Proficiency Assessment.
6. Reviews and abides by the Washington State Transitional Bilingual Program (WTBIP) guidelines.
7. Implements language-development lessons for MLL groups under building/MLL teacher supervision.
8. Helps maintain complete MLL student files with required forms (eligibility, student information, instructional summary, testing, monitoring, and exit).
9. Monitors MLL students not receiving pull-out MLL services.
10. Participates in department meetings and MLL-related professional development opportunities.
11. Attends parent/teacher conferences if requested by the classroom teacher.
12. Participates in new learning as determined by the district/building.
13. Performs other duties as assigned.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. Minimally, must meet Every Student Succeeds Act (ESSA) standards of:
 - a. AA Degree or higher, or
 - b. 72 quarter hours or 48 college semester credits of 100 or higher, or
 - c. Pass the Para-Pro Assessment via Educational Testing Services (ETS).
3. Must meet the Fundamental Course of Study (FCS) requirements, provided at time of hire.
4. Blood Borne Pathogen Training, provided at time of hire.

Knowledge, Skills, and Abilities:

1. Knowledge of copy machines, laminators, and transparency makers.
2. Knowledge of computer software.

3. Knowledge and application of safety procedures related to performance responsibilities.
4. Skills in classroom procedures.
5. Skills in organization, time management, flexibility and multitasking.
6. Skills in verbal and written communication.
7. Ability to speak Spanish preferred.
8. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
9. Ability to take direction in a professional manner and follow through.
10. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
11. Ability to maintain good working relations with co-workers, staff, students and community members.
12. Ability to follow SSD policies, procedures and protocols.
13. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
14. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

Working Environment & Physical Requirements:

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 60-70% walking; 20-30% sitting and 10-20% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 03/2020, 09/2022, 12/2024 (ADA)