

## **SCHOOL DISTRICT OF ST. JOHNS COUNTY**

### **PARAPROFESSIONAL (ESOL)**

#### **JOB DESCRIPTION**

##### **QUALIFICATIONS:**

- (1) Associates degree or higher, have completed sixty (60) college semester hours at an accredited institution of higher education or received the District approved score on the District approved Assessment and be a High School graduate, general education diploma (GED) or equivalent if education from a country outside of the United States.
- (2) Ability to demonstrate written and oral linguistic skills in English and in a minimum of one (1) target language (Spanish, French, Creole, etc).
- (3) Satisfactory criminal background check and drug screening.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work well with children. Ability to communicate effectively, both verbally and in writing with bilingual communication, with students of all levels, ages and exceptionality, teachers, staff and parents and/or guardians. Ability to interpret and translate data and information through bilingual communication skills. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to work harmoniously, and collaboratively with school based personnel and District personnel on professional, technical and general areas of student education.

##### **REPORTS TO:**

Principal or designee

#### **JOB GOAL**

The paraprofessional ESOL position will provide staff support in an educational environment, with emphasis on providing bilingual communication support to teachers, staff and students. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

##### **SUPERVISES:**

NA

##### **PERFORMANCE RESPONSIBILITIES:**

###### **Service Delivery**

- \* (1) Perform various bilingual instructional support tasks as assigned to facilitate the effective teaching of applicable subject matter and to maintain appropriate classroom environment.

## **PARAPROFESSIONAL (ESOL) (Continued)**

- \* (2) Distributes and collects instructional materials and monitors student's progress on the learning ability.
- \* (3) Provides individual students, for whom English is a second language, directions and instructions for performing a lesson or exercise and answers questions pertaining to such and to support comprehension and transition into an English speaking environment.
- \* (4) Proctors and grades examinations or lessons and enters results into the appropriate classroom records.
- \* (5) Assists individual students, for whom English is a second language, through drill and practice sessions to acquire and strengthen previously taught concepts, skills and learning programs to ensure procedural correctness and maximum understanding.
- \* (6) Assist in managing student's classroom conduct and behavior and informs teachers of incidents, circumstances or factors having a bearing upon effective learning.
- \* (7) Supervises students in specified situations: ie. playground, lunchroom, media center, computer lab, etc.
- \* (8) May be assigned to perform varied clerical duties such as: filing, copying, basic computer work, and operation of other office type equipment.
- \* (9) Directly communicates with parents and children in conveying education and school related information to ensure full comprehension of all exchanges.
- \* (10) Provides one-on-one instruction to students in the target language, as applicable, to reinforce skills introduced by the teacher.
- \* (11) Provide input in the preparation of lesson plans and teachers' pre-planning sessions; provides input and assistance in the development of classroom activities and learning tools as related to the bilingual students' needs.
- \* (12) Assists in the diagnosing student learning and communication deficiencies; monitors students' progressive learning skills; documents records or learning activities and diagnosis.
- \* (13) May be assigned to various labs or resource classrooms to provide assistance to teachers and instruction/information to students; may translate lesson plans and other information to students for better understanding and comprehension.
- \* (14) Perform other duties as assigned by immediate supervisor.
- \* (15) Demonstrate initiative in the performance of assigned responsibilities.

### **Expectations of All Employees**

- \* (11) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (13) Ensure adherence to good safety standards.
- \* (14) Maintain confidentiality regarding school/workplace matters.
- \* (15) Model and maintain high ethical standards.
- \* (16) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (18) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

### **Staff Development**

- \* (19) Engage in a continuing improvement of professional skills and knowledge.
- \* (20) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.

## **PARAPROFESSIONAL (ESOL) (Continued)**

- \* (21) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and character education.

### **Inter/Intra-Agency Communication and Delivery**

- \* (22) Exercise service orientation when working with others.
- \* (23) Keep supervisor informed of potential problems or unusual events.
- \* (24) Use effective, positive interpersonal communication skills.
- \* (25) Respond to inquiries and concerns in a timely manner.
- \* (26) Serve on school/district committees as required or appropriate.

### **System Support**

- \* (27) Exhibit interpersonal skills to work as an effective team member.
- \* (28) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (29) Demonstrate support for the school district and its goals and priorities.
- \* (30) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (32) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement #6

## **TERMS OF EMPLOYMENT:**

Approved unit compensation plan.

10 month position.

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

## **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

## **POSITION CODE: 51108, 51109, 51110, 51111, 51112, 51113**

PAY TYPE: Varies 14 and 15

PAY GRADE: Salary Schedule #2

FLSA Non-Exempt

**BOARD APPROVED: December 2010**

**REVISED:**