



**GENERAL INFORMATION**

Title.....Bilingual Paraprofessional  
Department.....English Learners (EL) Department  
Licensure.....ELS Paraprofessional License (Teaching Certificate – Preferred; Associate’s Degree or higher; or 60 semester hours of coursework)  
Endorsement .....Paraprofessional Educator  
Classification.....Classified – Seasonal full-time (9-month, 7 hours)  
FLSA Status .....Non-Exempt  
Reports to.....Director of English Learners  
Supervisory Responsibilities .....Not Applicable  
Prior Experience .....Prior education setting preferred  
Evaluation.....Evaluated by the Director of English Learners using the agreed upon evaluation tool

**JOB GOAL(S)**

Under general supervision of the Director of English Learners and classroom teachers, the employee will assist English learner and regular education teachers in the delivery of educational programs to students.

**MAJOR DUTIES AND PERFORMANCE RESPONSIBILITIES**

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Assist students in independent study to ensure that assigned work is complete
- Assist teacher with classroom activities and management as needed
- Assist students in the resource room as assigned
- Substitute for classroom teachers as needed

**MENTAL DEMANDS**

*Knowledge*

- Knowledge of district policies and rules of conduct
- Must be proficient in both spoken and written English and Spanish

*Ability*

- Strong interpersonal skills
- Organizational and time management skills to perform several tasks concurrently under varying deadlines
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain cooperative working relationships with others such as administration, staff, students, and parents

*Education/Preparation*

- Ability to understand, apply, and use a variety of technologies (Microsoft products, Google Apps, Skyward, Chromebooks, etc.)
- Must hold a state of Illinois Paraprofessional License

*Reasoning*

- Ability to carry out instructions furnished in written or oral form
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and the public
- Able to identify sensitive information and maintain confidentiality

**TERM OF EMPLOYMENT**

This is a 9-month position, 7 hours per day, five (5) days per week, on student attendance days as established by the Board of Education.



**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, taste, and smell. The employee is occasionally required to climb or balance; and stop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works inside and works in an educational setting with children of varying ages and abilities. Work duties may include occasional work in outdoor weather conditions and is subject to noises associated with an educational environment both indoors and outdoors. However, the noise level in the work environment is usually moderate. The employee is partially responsible for the safety and well-being of various school stakeholders. Duties may occasionally be performed in classrooms, offices, cafeterias, parking lots, gymnasiums, auditoriums, and hallways. Work environment will include extensive contact with students, staff, and volunteers.

*The statements in this job description are intended to describe the general nature and level of the work to be performed in this position. They are not an exhaustive list of all duties and responsibilities related to this position. The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Essential and marginal job functions are subject to modification as duties and responsibilities change with business necessity and school board policy. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*