

Union Public Schools Job Description

Position Title: ELL Paraprofessional
Department: School/Department Site
Reports To: Site Administrator

FLSA Designation: Non-exempt

SUMMARY: Assists the student that is bilingual in learning English and in understanding classroom assignments and assists the teacher in understanding the child's needs. Assists the teacher in the classroom with daily instructional and no-instructional activities and with student management.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with students in academic classes.
- Assists the teacher in instructional and non-instructional functions.
- Provides instructional assistance in a computer laboratory.
- Conducts parental involvement activities.
- Assists as tutor in small group instruction.
- Assists students with classroom assignments.
- Acts as a translator, or provide instructional support services under the supervision of a highly qualified teacher.
- Assists teachers at the other sites with testing, translation and other related activities.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED).

CERTIFICATES, LICENSES, REGISTRATIONS: Where Highly Qualified status is required by State of Oklahoma for aide position, candidate must meet Highly Qualified status. Highly Qualified status is defined as having a minimum of forty-eight (48) college hours or passing the Parapro or OGTE test. Have attained an associate's (or higher) degree.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence in English and in required language. Ability to effectively present information in one-on-one and small group situations to students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate a personal computer and related software. Ability to speak the required language fluently and English fluently. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *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.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk and sit. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision such as to read typewritten material.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.