EDUCATIONAL PARAPROFESSIONAL ELL

JOB DESCRIPTION

DIVISION: Leadership and Planning	**GRADE:** White Collar – Level I
DEPARTMENT: Local School	**WORK DAYS:** 187
REPORTS TO: School Principal or designee	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To provide instructional, technical, physical and/or translation support work to meet the specialized needs of students under supervision.

MINIMUM REQUIREMENTS

- High school diploma or equivalent
- Meet one of the following requirements:
  (a) Completed at least two years of study at an institution of higher education;
- (b) Obtained an associate's or higher degree; or
  (c) Met a rigorous standard of quality and demonstrated through a formal state/district approved academic assessment knowledge of and the ability to assist in instruction in reading, writing, and mathematics or knowledge of and the ability to assist in instruction in reading readiness, writing readiness, and mathematics readiness as appropriate
- Ability to provide translation services to ELL students

CERTIFICATION: N/A

WORK EXPERIENCE:

PREFERRED QUALIFICATIONS

- Knowledge of the techniques and procedures used in working with targeted student population
- Ability to plan and/or implement instructional activities
- Ability to operate a variety of technology and equipment with training
- Ability to relate and communicate effectively with students, teachers, staff and parents
- Ability to communicate orally and in writing

SUPERVISES

N/A

ESSENTIAL DUTIES

- Assists teachers in preparing materials and teaching aids for students use
- Organize space for specialized instructional programs and coordinate physical setup as directed by teacher
- Provide student supervision on the playground, cafeteria, in learning or practice setting following appropriate training
- Escort or transport students to and from classrooms, clinic, cafeteria as required
- Assist in maintaining the security of records, materials, and equipment
- Lead small group activities where students are engaged in learning
- Provide instruction, technical support work to meet the specialized needs of students
- Provide supervision during arrival and dismissal of students

- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and/or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment.
Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Literacy: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.