

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

PARAEDUCATOR-BILINGUAL AIDE

BASIC FUNCTION:

Under the direction of the Principal or Assistant Principal, assist a certificated teacher in reinforcing instruction to individual or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; assist in the presentation and preparation of learning materials, lesson plans, instructional exercises; monitor and report student progress to the teacher; serve as an interpreter for parent conferences and telephone calls as needed; perform routine clerical and supportive tasks for instructional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist a certificated teacher with the presentation of learning materials and in reinforcing instruction to individual or small groups of limited or non-English speaking students in a classroom environment by translating written materials and oral lectures; translate for teachers or non-English speaking parents as needed; assist with the implementation of lesson plans.
- Direct group activities of students as assigned; monitor and oversee student drills, practices; tutor and assist students with assignments and homework in various academic subjects.
- Prepare instructional materials and other related materials, as needed by the teacher; disseminate and collect student assignment work sheets and materials.
- Correct and record tests, papers and homework assignments as directed.
- Perform a variety of clerical duties in support of classroom activities such as duplicating and filing instructional materials; assist the teacher with maintaining records, logs and student files related to attendance, grades, progress, and assigned activities.
- Set up work areas and displays; distribute and collect student work, supplies and materials.
- Observe and control behavior of students in the classroom according to approved procedures; supervise and observe student behavior during meal and snack times, recess, field trips, assemblies and other school events and activities as directed; report progress regarding student performance and behavior; accompany students on field trips as assigned.
- Communicate with teachers, staff, administrators and others to exchange information and resolve issues or concerns related to student activities and behavior.
- Operate a variety of classroom and office equipment including a computer and assigned software.
- Attend and participate in meetings and in-service trainings as assigned.
- Serve as an interpreter for parent conferences and telephone calls as needed.
- Assure the health and safety of students by following established practices and procedures; maintain classroom or outdoor environment in a safe, orderly and clean manner; clean, set up, and set out classroom equipment and other materials.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and some experience working with children in an educational or organized setting.

Additional qualifications if position supported by funds under Every Student Succeeds Act (ESSA) include:

- Completed at least two years of study at an institution of higher education or,
- Obtained an associate's or higher degree (college level) or,
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

Licenses and other Requirements

- Incumbents in this classification are required to read, speak and write in a designated second language.

Knowledge of:

- Child guidance and instructional principles and practices.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Correct oral and written usage of English and a designated second language.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Operation of a variety of office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform a variety of clerical duties in support of classroom activities.
- Read, write, translate and interpret English and a designated second language.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Perform educational activities with students.
- Communicate effectively both orally and in writing.
- Work under close supervision and direction from classroom teacher.
- Maintain records, files and student information.
- Observe health and safety regulations.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom Environment.

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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 7/21/99, 2/9/05, 2/14/18

FLSA Status: Non Exempt