

JOB DESCRIPTION

TITLE TITLE III BILINGUAL PARA-PROFESSIONAL

QUALIFICATIONS

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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal state or local academic assessment (<i>ParaPro Assessment</i>) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, as appropriate and knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness as appropriate. Must be bilingual English/Spanish or English/ Creole/ French. Basic computer skills required (i.e., ability to use email, Excel and Word).
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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 employee may occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Monitors and implements the requirements identified in the DOE-META Consent Decree and/or the Federal and State guidelines as they relate to at-risk (ELL, migrant, immigrant, etc.) populations.
2. Assists teachers in providing specially designed programs for at-risk populations in specific content areas.
3. Designated as ELL, migrant, immigrant contact for the school (if applicable).
4. Works under the direct supervision of a Highly Qualified Teacher. Works in close proximity to the teacher and has frequent contact with the teacher.

SPECIFIC RESPONSIBILITIES

1. Reads, interprets and understands the DOE-META Consent Decree and the Federal and State guidelines to provide services to at-risk (ELL, migrant, immigrant, etc.) populations.
2. Explains the at-risk (ELL, migrant, immigrant, etc.) program services available to students and their parents in heritage language.
3. Provides tutoring sessions for at-risk (ELL, migrant, immigrant, etc.) students in different content areas under the supervision of a Highly Qualified Teacher.
4. Provides written and oral language access to at-risk (ELL, migrant, immigrant, etc.) students and their parents.
5. Assists teachers and counselors in communicating students' progress to parents.
6. Monitors the completion of Home Language Survey for ELL students (when applicable).
7. Assess at-risk (ELL, migrant, immigrant, etc.) students with required district and/or state assessments.

8. Completes and maintains appropriate forms for placement, entry, re-evaluation exit and follow up of ELL and immigrant students.
9. Identifies and schedules students for annual assessments and conferences with parents for extension of services.
10. Participates in district required meetings and inservice training.
11. Assists the building testing coordinator in scheduling and monitoring testing of ELL at-risk (ELL, migrant, immigrant, etc.) students.
12. Enters and reviews all forms information on appropriate TERMS panel and runs, monitors, and edits all program reports.
13. Operates technical equipment including but not limited to computers, copiers, overhead, projectors, laminators, and VCRs.
14. Maintains and monitors documentation of ELL Committee meeting, signatures and placement in ELL blue folder within the cumulative folder (if applicable).
15. Disseminates program and student information to the staff throughout the year.
16. Performs other duties as assigned.