

BILINGUAL PARA-EDUCATOR I

SUMMARY

Under the direction of an assigned school site administrator and with the guidance of credentialed personnel, the Bilingual Para-educator I supports the educational programs of the District by assisting certificated staff with reinforcing instruction to aid students in achieving educational goals and objectives in a variety of subject areas such as science, technology, mathematics, English language arts and social studies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Reinforce learning materials presented by certificated teaching staff to individual students or small groups of students
- Assist instructional personnel with the preparation of a variety of instructional materials and exercises
- Monitor and assist students with a variety of instructional activities as a follow-up to the presentation of instructional concepts by instructional personnel
- Operate and assist students with the operation of a variety of instructional technology
- Supervise a group of students during non-instructional classroom activities including but not limited to recess, field trips and community based instruction opportunities
- Use positive reinforcement strategies and other appropriate techniques to assist students with the development of appropriate behavior and an appreciation of human diversity
- Encourage opportunities for independence
- Assist with the administration, scoring and recording of tests and/or assignments
- Provide assistance to injured or physically ill students
- Assist with maintaining an orderly, attractive, and positive learning environment
- Request, store, and maintain an appropriate inventory of instructional materials and supplies
- Maintain a variety of records and files, including confidential student records and information
- Provide oral and written translations into a designated second language.
- May perform routine clerical tasks such as typing, computer operation, filing, and photocopying
- Prepare, maintain and update a variety of documents, files and databases related to assigned activities
- Establish and maintain professional relationships with management, colleagues, staff, and school related outside agencies.

MINIMUM QUALIFICATIONS

Knowledge of

- Basic academic subjects including science, technology, mathematics, English language arts and social studies
- Basic instructional methods and techniques
- Basic concepts of child growth and development
- Strategies and techniques for supervising students
- Positive behavior management strategies
- Techniques used in controlling and motivating students
- Current instructional technology devices and software
- Routine recordkeeping techniques
- Inventory control methods and practices
- Basic clerical functions
- Basic first aid and CPR procedures

MINIMUM QUALIFICATIONS (Continued)

Ability to

- Reinforce instruction to individual or small groups of students as directed by certificated staff
- Assist with the preparation of instructional materials
- Apply school policies, methods and practices used in instructional programs
- Assist students with the operation of instructional technology devices and software
- Monitor, observe and report student behavior progress according to approved policies and procedures
- Use appropriate positive behavior management strategies
- Provide treatment and administer first aid, CPR and emergency medical care as necessary
- Demonstrate an understanding, patient, warm and receptive attitude toward children
- Encourage opportunities for independence
- Maintain confidentiality
- Operate office equipment, including a computer and assigned software technology
- Perform routine clerical tasks
- Establish and maintain accurate records relating to area of responsibility
- Prioritize workload and conflicting demands
- Understand and carry out oral and written instructions
- Communicate effectively both orally and in writing using tact and diplomacy in English and in a designated second language
- Establish and maintain professional relationships with those contacted in the course of work
- Comply with the District's customer service standards, as outlined in Board Policy

EMPLOYMENT STANDARDS

Education

- Graduation from high school or equivalent

Experience

- Some experience working or volunteering in a classroom environment preferred

License

- Valid First Aid and CPR certificates as authorized by the American Heart Association or American Red Cross

Other

- Pass a District proficiency test in English usage, language arts and mathematics, or pass California Basic Educational Skills Test (CBEST), or have completed two years of college
- Pass a proficiency test in a designated second language
- Participation in CUSD professional learning, related to the job functions of a Para-educator I, once employed

WORKING CONDITIONS WHICH MAY OCCUR

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment

- Generally working in a classroom setting and/or classroom lab setting as a member of the professional learning community

WORKING CONDITIONS WHICH MAY OCCUR (Continued)

Environment

- May work in an outdoor setting, including, but not limited to, recess, field trips, outdoor science camp, and/or physical education
- Routinely use standard office equipment such as computers, photocopiers, and filing cabinets

Physical

- Primary functions require sufficient physical ability and mobility to work in a school setting
- Stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, grasp and twist