



Fremont Union High School District

Position: Para-Educator - Bilingual

Department/Site:	School Site	Range:	106
Reports to/ Evaluated by:	Assistant Principal	Work Year:	183
		Months:	10

Summary of Basic Functions & Responsibilities

Under the direction of an assigned supervisor, provides instructional, behavioral, and clerical support to teachers in classroom settings where bilingual skills are required, assisting individuals or small groups of students to enhance learning. Assists teachers with instruction that occurs in special education and general education classrooms and laboratory environs. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Assists one or more teachers with presentation of learning materials and instructional exercises, translating to a second language as necessary. Assists in conducting lessons and with other classroom activities such as projects, small group exercises, and independent study.
- Prepares for, and assists with classroom projects and special assignments. Organizes materials and supplies to facilitate use by students, assists students requiring help, offers positive feedback and alternatives, and cleans up work areas following projects.
- Works with individuals or small groups of English learners. Listens to and reinforces instructions given by teachers in reading, spelling, math and other subjects.
- Assists in maintaining order among students in the classroom and on school grounds. Supervises students in the classroom, on school grounds and in gathering areas, on field trips, and at special events.
- Monitors and oversees behavior of students according to approved procedures.
- Reports student academic and behavior progress and performance to teachers. Documents student progress by correcting assignments, administering and scoring criterion referenced tests, recording and charting test scores and curriculum based measurements in reading.
- Assists with preparation and translation of instructional and testing materials. Suggests and may prepare materials that offer alternative approach to facilitate student learning.
- Confers, as needed, with teachers concerning student needs. Alerts teachers to any special problems or information concerning students. Assists teachers, resource staff, and parents to develop and evaluate individual and group educational goals and objectives.
- Assists and guides students by appropriate role modeling, emotional support, patience, and friendly, engaging attitude.
- Prepares display and bulletin board materials for beautification and decoration of the classroom environment. Assists in maintaining a neat, orderly, and attractive learning environment that supports learning.
- Sets up and operates audiovisual equipment, computers, and other equipment that serves to assist and enhance instructional programs.
- Assures safety of students following health and safety rules.
- Participates in meetings and in-service training programs as assigned.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- The position requires basic knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting.
- Requires working knowledge of the basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual or group studies.
- Requires a basic knowledge of teaching and instruction methods.
- Requires knowledge of basic clerical and record keeping processes.
- Requires knowledge of English Development programs.
- Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications.
- Requires advanced knowledge of and skill at communicating in a second language, sufficient to interpret high school subject matter.
- Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.
- Requires the ability to assist teaching staff with implementation of instructional goals and activities.
- Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties.
- Requires the ability to oversee students, administer assignments and tests, and perform general clerical tasks.
- Requires the ability to make informal presentations to individual and small groups of students and assist with demonstrations of assigned subject matter to classroom sized groups.
- Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.

Physical Abilities:

- Requires the ability to perform indoors in an office and/or classroom/laboratory environment engaged in work of primarily a sedentary to a moderately active nature.
- Requires near visual acuity to read and write printed materials and computer screens.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires ambulatory ability to move about office, classroom/laboratory, and school grounds, to tutor, assist with presentations, and reach work materials.
- Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers.
- Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 40 pounds).
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires the equivalent of a high school diploma and 45 hours of college transfer courses, plus one year of experience working with students in a classroom environment. Successful completion of a rigorous competency exam and certification may substitute for college transfer courses. Requires bilingual competency.

Licenses & Certificates:

- May require a valid driver's license.
- Compliance with No Child Left Behind provisions.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in an indoor setting with some, yet infrequent exposure to health and safety considerations.