

Arlington School District No. 16
Job Description

JOB TITLE: Para Educator – English Language Learner (ELL)

CLASSIFICATION:	Classified
LOCATION:	Varies
REPORTS TO:	Building Principal/Director of Special Programs
HOURS:	Varies
SALARY:	Per PSE Schedule A

SUMMARY: Under the direction and supervision of certificated staff, the Para Educator will provide assistance to the English language learner. The Para Educator may assist in preparation of instructional materials and other tasks designed to assist the students in communicating and learning. A desire and ability to work with students is essential in this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Use English to assist students with a primary language other than English to communicate and learn
- Use strategies that promote language growth
- Assist students in the use of appropriate instructional materials
- Perform clerical and supportive tasks for teachers that are primarily non-instructional in nature
- Work with students individually and/or in small groups on specific learning tasks and objectives
- Correct student papers, record grades, prepare supplemental materials as assigned
- Know and follow health, safety and emergency procedures of the district
- Work as a positive team member
- Communicate successfully with staff, students, and parents
- Demonstrate professionalism through punctuality and minimal absences
- Observe strict confidentiality regarding student and personnel information
- Promote and practice professional growth and development
- Other duties may be assigned

QUALIFICATION REQUIREMENTS: *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 and/or EXPERIENCE:

High school diploma or equivalent, experience in working with English language learners, and one of the following:

1. Received a passing grade on the Educational Testing Service's ParaPro Assessment; or
2. Hold an Associate of Arts degree; or
3. Earned 72 quarter credits or 48 semester credits at an institution of higher education; or
4. Completed a registered apprenticeship program

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

Valid First Aid/CPR card

LANGUAGE SKILLS:

Ability to read, interpret, and follow instructions in written and oral forms. Ability to effectively present information and respond to questions from staff, parents, and students.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to maintain a positive attitude at all times
- Ability to maintain confidentiality pertaining to staff, students, and parents
- Ability to communicate with staff, students and parents, both orally and in writing

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 regularly required to walk, stand, and use the hands to handle, finger, or feel objects, tools, or controls. The employee will occasionally bend or twist at the neck and trunk, reach with hands and arms. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

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.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate. The employee has responsibility for the safety and well-being of others, and must be able to interact with other workers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

June 2018