

Vail School District Job Description

Job Title: ELL Paraprofessional

Department: Schools

Reports To: Principal and/or ELL Coordinator

FLSA Status: Non-exempt

Classification: Level 3

Revised: August 24, 2012

SUMMARY: Under the guidance of the ELL Teacher/Coordinator teach students English as a Second Language.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist teachers on the development of an IEP.

Assist ELL and regular classroom teachers on the development of daily instructional plans and strategies.

Deliver or assist with the delivery of instruction.

Translate for students and their parents when appropriate.

Serve as an advocate for ELL students.

Help adapt lessons of regular classroom teachers for ELL students.

Assist with choosing, ordering, and maintaining instructional materials.

Implement a reading/language program recommended by the ELL Teacher/Coordinator.

Select and develop teaching and worksheet materials.

Meet with parents of ELL students to review student's needs and progress.

Assess students for eligibility for inclusion in ELL programs.

Meet with ELL Teacher/Coordinator and review student progress and learn new teaching methods.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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 and/or EXPERIENCE

High school diploma or general education degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to students, parents, and employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

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 noise level in the work environment is usually moderate.