

# CHURCHILL COUNTY SCHOOL DISTRICT

## PARAPROFESSIONAL INSTRUCTIONAL ASSISTANT - ELL

FSLA: NON-Exempt

Created: 10/2004

Last Revised: 04/2015

### DEFINITION

Performs a variety of Paraprofessional duties related to classroom instruction for the purpose of assisting with tutoring and monitoring of students. Perform duties by assisting a teacher or teachers in providing intensified learning experiences for students.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from site Administrator and/or designee. Assigned licensed professional provides technical and functional supervision. The ELL Paraprofessional may work with students on a one-on-one basis or with small groups to communicate in English or a designated second language to facilitate instructional processes.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Tutors students individually or in small groups, reinforcing or following up on instruction provided by the teacher.
2. Assists in testing and in scoring tests; assists in the evaluation of instruction and of student's progress and problems.
3. Assists teachers in preparation of lesson plans or develops own plans based on teacher direction and explanation of student needs.
4. Prepares materials and equipment and operates instructional equipment; changes bulletin board as required.
5. Types or duplicates lessons, texts or other instructional materials as needed.
6. Maintains equipment inventories and a variety of records such as attendance, grades and test scores.
7. Maintains classroom or learning facility in a clean, organized and healthful manner.
8. Rides the bus with students as needed.
9. Assists in funding raising activities as needed.

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10. Instructs orally and in written format in English and a designated language as needed; interprets and translates for non-and-limited English speaking students and parents/guardians as needed; attends parent-teacher conferences as required.
11. Performs a variety of clerical duties in support of the instructional program; schedules appointments and coordinates meetings; maintains files and records; inputs data into computer and generate reports as needed.
12. Operates a computer laboratory; ensures proper functioning of computers; supervises and instructs students in the use of computers and related peripherals; explains and demonstrates course work lessons to students; orders material and aids when necessary; maintains library of computer software and student data disks; advises appropriate staff of needed repairs.
13. Tutors students in reading in order to understand a variety of materials.
14. Assists professional in taking attendance, correcting papers, and presenting instructional materials, maintaining discipline, and encouraging acceptable behavior.
15. Enforces school rules, regulations, and safety standards as prescribed.
16. Contributes to reports on students progress, behavior, and performance.
17. Assist students with daily assigned activities.
18. Supervises students in halls, cafeteria, playground, and during in-house suspension.
19. Administer First Aid and/or CPR as necessary.

**QUALIFICATIONS** - *Knowledge, Skills and Abilities: (KSAs are the attribute required to perform a job; generally demonstrated through qualifying experience, educations, or training.)*

### **Knowledge of:**

- Routine record keeping principles and practices;
- Basic mathematical principles;
- English/designated foreign language usage, spelling, grammar, and punctuation;
- Instructional techniques and strategies;
- Microsoft office package including but not limited to Microsoft Word and Excel; and
- Student behavior and characteristics.

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### **Skills to:**

- Read, write and speak English and one other Major language with Bilingual fluency;
- Operate office equipment, computers, and other equipment to prepare learning materials and resources; and
- Work cooperatively with employees, students, parents/guardians, and the public.
- Read, write, and understand the English language;
- Multi-task and determine priorities; and
- Interpret and apply oral and written instruction.

### **Ability to:**

- Learn the general purposes and tools of public education;
- Learn and utilize standard teaching aids applicable to the instructional program;
- Learn and utilize routine methods and procedures to be followed in instructional settings;
- Learn to recognize limitations of special education students and encourage their participation in educational and occupational programs and activities;
- Assist the teacher(s) to whom assigned in the supervision of students;
- Maintain files and records;
- Make simple mathematical calculations;
- Understand and follow oral and written directions;
- Communicate effectively, both orally and in writing;
- Read, write, and understand the English language;
- Establish and maintain cooperative-working relationships with those contacted in the course of work;
- Effectively tutor students;
- Willingness to work with students in a multilingual setting; and
- Learn instructional techniques to meet individual student's needs.

**Experience and Training Guidelines** - *Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

### **Experience:**

Has worked in an organized setting with students whose primary language is not English. Bilingual fluency in reading, writing and speaking English and one other major language.

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### Training:

High school diploma or equivalent.

### Required Certification and Licenses:

Paraprofessional requirements:

- Completed at least two (2) years of study at an institution of higher education (in Nevada this equates to 48 semester credits); OR
- Obtained an associate's (or higher) degree; OR
- Passed a formal State or local academic assessment demonstrating knowledge of, and the ability to assist in instructing, reading, writing, and mathematics (in Nevada the only currently approved test is the ETS Paraprofessional Assessment.)

Must possess and maintain a Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

**Physical and Mental/Intellectual Requirements:** *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

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### PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

*(Mark with an X, leave blank where not applicable)*

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting		X		
Crawling	X			
Kneeling		X		
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)				
Balancing		X		
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight			X	
Pushing		X		
Pulling		X		
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)	X			
Fine Manipulation				
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				
Working Alone		X		
<b>Operating Machinery or Equipment:</b>				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
<b>Work Conditions:</b>				
High Noises	X			
Heights				

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Confined Spaces	<b>X</b>			
Heat Stress	<b>X</b>			
Cold Stress	<b>X</b>			
UV Exposure	<b>X</b>			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
<b>Senses:</b>				
Eyes				<b>X</b>
Visual Demanding Work				<b>X</b>
Near Vision			<b>X</b>	
Far Vision			<b>X</b>	
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell	<b>X</b>			

**Working Conditions:** Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to stress, noise levels ranging from moderate to very loud and occasional to frequent time periods. Potential exposure to blood borne pathogens.

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_