

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL AIDE III - ESOL

SALARY SCHEDULE: SSP 7

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Demonstrable ability to speak, write, and understand a foreign language used in a specific school setting.
- (2) Must be able to communicate effectively.
- (3) High school diploma or equivalent.
- (4) AA Degree or higher, **or** 60 semester college credits, **or** Passing Score on the ParaPro Assessment Test

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of limited English proficient students. Knowledge of general computer use. Willing to learn the unique educational and/or personal needs of an individual LEP student in order to be able to assist him/her. Ability to listen and follow oral and written directions. Ability to work both independently and as a team member.

REPORTS TO:

Principal or Designee

JOB GOAL

To assist the teacher(s) in providing a well organized, smoothly functioning environment in which limited English students can take full advantage of the instructional program and available resources.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Share in all teaching responsibilities except those reserved by the law to certified teachers.
- *(2) Assist in the supervision of students as assigned.
- *(3) Perform clerical duties as assigned.
- *(4) Assist in creating a safe learning environment.
- *(5) Implement classroom activities as directed.
- *(6) Assist staff members with behavioral management.
- *(7) Assist with the development of instructional materials.
- *(8) Assist with the preparation of accurate records and reports.
- *(9) Assist with assessing student progress.
- *(10) Communicate effectively with staff and parents.
- *(11) Work closely with the school personnel in establishing and maintaining the Parent Leadership Council at the school site.
- *(12) Translate and/or interpret home/school communication to parents/guardians on an as-needed basis.
- *(13) Use specialized equipment as required.
- *(14) Intervene, when appropriate, to situations concerning discipline of students.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.

PARAPROFESSIONAL AIDE III - ESOL(Continued)

- *(16) Provide for a safe and secure workplace.
- *(17) Model and maintain high ethical standards.
- *(18) Follow attendance, punctuality and proper dress rules.
- *(19) Maintain confidentiality regarding school matters.
- *(20) Maintain positive relationships with staff and vendors.
- *(21) Participate in workshops and training sessions as required.
- *(22) Keep supervisor informed of potential problems or unusual events.
- *(23) Respond to inquiries and concerns in a timely manner.
- *(24) Follow all School Board policies, rules and regulations.
- *(25) Exhibit interpersonal skills to work as an effective team member.
- *(26) Demonstrate support for the School District and its goals and priorities.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities