TITLE: **Para educator - English Language Learning**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. (Applies to Title I schools only) Completed two (2) years of study at an institution of higher education; or
3. (Applies to Title I schools only) Obtained and associate’s degree (or higher); or
4. (Applies to Title I schools only) Met rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness
5. Has experience working with children in an organized setting
6. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff
7. Has the ability to read and follow written directions

REPORTS TO: Director Special Programs Services

JOB GOAL: To assist the teacher in achieving teaching objectives by working with individual students or small groups to achieve proficiency in the English Language

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written policies, procedures, and directions from supervisor related to job responsibilities
2. Successfully completes ***annually*** an in-service training program of at least twelve (12) hours
3. Hear the student(s) in recitation, reading and other curriculum tasks,guiding and helping them but not teaching them
4. Assist the teacher in devising and producing special strategies for reinforcing material or skills based on an empathetic understanding of individual students, their needs, interests, and abilities
5. Assist students in the library or media center, when necessary
6. Alert the teacher of any problem or special information about an individual student
7. Serve as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
8. Operate and care for instructional equipment
9. Assist with enrichment and remedial work assigned by the teacher
10. Assist during emergency drills, assemblies, field trips, and recess
11. Assist with learning displays, drill work, and student attendance
12. Provide a supportive disciplinary role
13. Perform routine clerical duties; such as preparation of instructional and classroom materials, operation of copy machines. maintain classroom records, and maintain attendance records
14. Assist in promoting educational programs related to assignment
15. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers
16. Assist with student assessment
17. Perform other duties consistent with the position as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 04)
* 6.5 hrs. per day
* 32.5 hrs. per wk.
* 180 days
* 9 1/4 months
* Board approved 8-8-02, Amended: 2-18-10, Revised 6/9/2016