

Newport Independent School
Job Description

Job Title: Bilingual Paraprofessional

Education: Minimum high school diploma (or G.E.D. equivalent) or higher

Terms of employment: PT Position – Less than 20 hours per week

Reports to: Program Director

Knowledge/abilities:

- Ability to speak Spanish
- Read, write, translate and interpret English into the designated second language (Spanish)
- Assist in providing instruction to individuals or small groups of students
- Learn methods and procedures to be followed in the assigned instructional environment
- Establish and maintain effective relationships with students, parents, staff, volunteers and the public, including members of the ethnic communities

Responsibilities:

- Ability to translate orally for teachers, administrators, students and parents
- Communicate with students in English and in Spanish to facilitate instructional processes
- Provide translation in parent-teacher conferences, meetings, school-wide events, and telephone calls with limited or non-English speaking parents
- Attend meetings and professional development presentations for the purpose of acquiring and/or conveying information in the appropriate setting (classroom, parent meeting, ARC, etc.)
- Ability to translate notes, letters and other materials into Spanish
- Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students
- Observe and control behavior of students in and out of the classroom, and movement of students to various locations on and off the school campus
- Serve as family and community liaison by attending family and community events, accepting and returning family phone calls, maintain open lines of communication between school, home and community
- Repeat and reinforce instruction to assist students' comprehension and understanding; provide individual and small group assistance to students experiencing learning difficulty; explain errors and answer questions.
- Adapt instructional materials in collaboration with classroom teachers
- Perform a variety of routine clerical duties
- Collect and maintain up-to-date data and/or progress monitoring records on students
- Perform related duties as assigned

December 2021
2 year position