

JOB DESCRIPTION

TITLE: Bilingual Paraprofessional

QUALIFICATIONS: Qualifications as required by the Rules and Regulations for the Utilization of Teacher Aids and other Non-Certified Personnel by the Illinois State Board of Education.

PERSONAL: Must have a command of the English language, good interpersonal skills, initiative, and the willingness to work with students and teachers. Must be able to perform set up procedures, carry out tasks, and solve problems with minimal consultation with, or directions from administrator in charge.

REPORTS TO: District Coordinator for ELA, Reading & ELL

RESPONSIBILITIES:

1. Provide individual and small group tutoring for academic classes.
2. Individualize tutoring for students who have special needs.
3. Assist the teacher in lesson presentation when appropriate.
4. Maintain an awareness of each lesson to facilitate active involvement when called upon by the teacher.
5. Assist and support the teacher in establishing and carrying out clear rules and expectations for students.
6. Assist with classroom assessment practices under the direction of the teacher.
7. Assist the teacher in taking attendance and other classroom routines.
8. Assist in maintaining classroom decorum and rules.
9. Assist classroom teacher with preparing and organizing instructional materials.
10. Help students taking tests, making sure they understand the questions by translating into Spanish.
11. Perform other duties as assigned by the principal or designee.

General Expectations:

1. The teacher and the paraprofessional should confer on specific classroom responsibility based on the needs of the students.
2. The paraprofessional should take the initiative and be actively involved in the learning activities and consult with the teacher on how talents may be utilized to maximum efficiency.
3. Maintain professionalism while in the classroom promoting a serious academic environment at all times.
4. Serve as a positive role model.