

EL Columbus Public Schools

Job Description

DEPARTMENT: English Learners

JOB TITLE: English Learner Paraeducator

D.O.T. #	FULL TIME	PART TIME	X
D.O.T. CLASS:			
Sedentary	Light	Medium X	Heavy
			Very Heavy

REQUIREMENTS:

- A. Educational Level: High School diploma or GED
- B. Must possess the ability to read, write, understand and speak English.
- C. Leadership skills: Effective communicator and strong human relation skills.
- D. Goal of Position: To improve the classroom success of EL students in content areas and in the domains of listening, speaking, reading and writing the English language.

REPORTS TO: EL Teacher/Classroom teacher/Building Principal

ESSENTIAL FUNCTIONS:

1. Assists EL students in following directions of the EL and/or classroom teacher
2. Assists in communicating with parents and families
3. Assists EL students with classroom assignments
4. Assists the EL and/or classroom teacher in preparation of instructional materials
5. Assists EL or classroom teacher in individual and small group activities
6. Assists EL teacher in checking progress of EL students
7. Assists with supervision of students
7. Works independently performing tasks as needed
8. Performs any other delegated tasks by the EL teacher, classroom teacher or principal

Note: Occasionally paras are asked to transfer to a different building within the district due to fluctuations in the number of EL students at each school.

PHYSICAL REQUIREMENTS:

Never 0%, Occasional 1-32%, Frequent 33-66%, Constant 67%

Never: Bending, carrying 20 ft.

Occasional: Sitting, stooping, reaching/pushing/pulling, driving, lifting 10# max

Frequent: Standing, walking, climbing, Manual Dexterity Tasks:

Specific: AV equipment/projectors/TV-VCR/recorders, etc. Typewriter, copier, telephone, computer, writing.

OTHER REQUIREMENTS:

- Written and oral communication skills.
- Ability to work with diverse groups of people.
- Sensitivity awareness of other cultural groups of people.
- Dependability
- Flexibility

WORKING CONDITIONS:

- | | | | | |
|----|--|---------|------|---|
| A. | Inside | Outside | Both | X |
| B. | Must be able to perform in non-handicapped accessible areas. | | | |

1/5/2018