



Employee Job Description

JOB TITLE: RCHS Title III Support Paraprofessional

WAGE/HOUR STATUS: Non-Exempt
(100% Federally Funded- Title III)

REPORTS TO: Director of Multilingual Services
& Assigned Campus Principal

PAY GRADE: Support Staff PG 2

DEPARTMENT: Multilingual Services

DATE REVISED: 05/2024

PRIMARY PURPOSE:

The Title III Support Paraprofessional will provide supplemental clerical support for Title III activities and promote parental, family, and community participation in language instruction education programs. The Title III paraprofessional will also provide instructional assistance to emergent bilingual students, specifically newcomers, under the direct supervision of a certified teacher. The Title III paraprofessional will assist with parent and family outreach and training activities to assist parents and families in helping their children to improve their academic achievement by becoming active participants in the education of their children.

Funded with Title III. Annual position contingent upon available grant funding.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED
Bilingual/biliterate Spanish/English skills preferred
Campus experience, preferred

Special Knowledge/Skills:

Ability to maintain accurate records
Desire to provide support for language communication between the district and its patrons
Effective and pleasant telephone/communication skills
Have strong interpersonal skills - interact well with teachers, students, staff, and families
Ability to handle high-volume, fast-paced workload
Initiative in performing routine tasks with minimal supervision
Provide translation and interpretation services, as needed

Major Responsibilities and Duties:

1. Assist campus to promote and advance parental, family, and community participation in language instruction education programs.
2. Assist with the improving communication among school personnel and non-English speaking parents.

3. Support supplemental parent, family and community engagement outreach activities related to Title III.
4. Provide instruction to students under the direction of the teacher; work with individual students or small groups.
5. Assist with data collection for Emergent Bilingual students, including progress monitoring.
6. Support Campus ESL Coordinator and campus staff with translation and interpretation services for emergent bilingual and their families to communicate the benefits of language services and program expectations
7. Work cooperatively with campus staff and campus administration in supporting the educational needs of Emergent Bilingual and immigrant students.
8. Assist with parent and family outreach and training activities to Emergent Bilingual and immigrant students and their families to assist in helping their children to improve their academic achievement by becoming active participants in the education of their children.
9. Exhibit exemplary attendance and punctuality.
10. Comply with district policies and procedures.
11. All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.
12. Perform other duties as assigned, including attending school sponsored functions, serving on committees and attending community events.

Supervisory Responsibilities: None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment.

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside.

Mental Demands: Maintain emotional control under stress; be flexible to meet the needs of district/campus staff; work occasional irregular hours, deadline driven workload, daily attendance and punctuality are essential functions of the job.

Employee's Name (Print)

Employee's Signature
Title III Funded

Supervisor's Name (Print)

Supervisor's Signature