POSITION DESCRIPTION

TITLE: English Language Learners (ELL) Paraeducator (Traveling)
LOCATION: Various District Locations
REPORTS TO: ELL Coordinator
DEPARTMENT: ELL

SUMMARY STATEMENT:
Under the supervision of the classroom instructor and the building Principal, the ELL Paraeducator will assist in the supervision of instructional activities, working closely with students on an individual as well as a small group basis on English language acquisition and basic skills.

ESSENTIAL FUNCTIONS:
1. Assist the program instructor in supervising and working with students as follows:
   • Assist in providing one-to-one and group instruction to students so as to meet course outcomes.
   • Assist in establishing and maintaining a learning environment as specified by course goals and curriculum outcomes.
   • Assist in evaluating and specifying direction of instruction so as to maximize each student's potential.
   • Record and maintain accurate data on student progress.
   • Assist in administering and scoring formal and informal tests.
   • Assist in implementing behavioral management strategies using the same emphasis and techniques as set forth by the teacher.
   • Assist in organizing and preparing instructional materials on the typewriter and/or computer.
2. Assist interpreters in conferencing with parents and students.
3. May travel from location to location to assist students in the program.
4. Attend meetings and inservice training throughout the school year.
5. Maintain an up-to-date understanding of the overall operation of the ELL program.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Vision</td>
<td>(66-100%)</td>
</tr>
<tr>
<td>Hearing (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Standing (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Walking (Up to 33%)</td>
<td></td>
</tr>
<tr>
<td>Writing (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Bending (Up to 33%)</td>
<td></td>
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<tr>
<td>Sitting (33-66%)</td>
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<tr>
<td>Acceptable Attendance</td>
<td></td>
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<tr>
<td>Travel (66-100%)</td>
<td></td>
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<tr>
<td>Stooping (Up to 33%)</td>
<td></td>
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</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Reading Documents (66-100%)</td>
<td></td>
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<tr>
<td>Confidentiality (66-100%)</td>
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<tr>
<td>Language (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Verbal Communication (66-100%)</td>
<td></td>
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<tr>
<td>Written Communication (33-66%)</td>
<td></td>
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<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td></td>
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<tr>
<td>Constant Interruptions (66-100%)</td>
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</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.
TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), Macintosh, typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Test on basic skills required--The successful candidate may qualify for a pay rate in the pro/tech. category only if the specialty language is required and all other criteria is met).
1. Basic typing/keyboarding skills.
2. Demonstrated ability to communicate effectively with students, staff, and parents.
3. Previous experience working with students in academic areas preferred.
4. Must possess personal characteristics of flexibility, initiative, cooperativeness, and confidentiality.
5. Ability or willingness to learn the computer.
6. Demonstrated ability to use the various office equipment as outlined in the tools and equipment area above.
7. Previous experience working with individuals from other cultures preferred.
8. Bilingual skills desirable.
9. Must have a good command of the English language.
10. Must be able to demonstrate competencies in reading, writing, and math.
11. Must be able to demonstrate proficiency in preferred language as evidenced by an oral and written evaluation in the preferred language.
12. Must be able to travel from location to location to assist students in the program.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ________________________________ Date: ______________

District: ________________________________ Date: ______________

Revised Date: 05/03/2016
Classification: Paraeducators
Class: Class II
Display on Web? Yes

English Language Learners (ELL) Paraeducator (Traveling)