Princeton City School District
Job Description

Job Title: Paraprofessional - ESL
Reports To: Principal
FLSA Status: Classified
Revised Date: March 30, 2009

JOB GOAL
To be of general assistance to teachers and office personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Does perform all tasks designed to be of general assistance to teachers and office personnel.
- Does assist with parent-teacher conferences in order for parents to get an accurate report on their child's/children's educational development.
- Does contact parents by telephone whenever the need arises: concerns - parent/teacher teacher/parent, discipline, sickness at school, library books, buses, problems at home, school forms.
- Does administer tests in the target language to new students who have been receiving instruction in that language previous to entry in the English medium school.
- Does support core and tier 2 and 3 interventions.
- Does perform or assist with other duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge of district selected software is required.

- Must be bilingual (the language spoken by the majority of a school's limited English proficient students and their families).
- Must be able to act as a bilingual interpreter in the target language for the staff and limited English proficient speakers of the target language - students and their families.
- Must be able to translate all registration and health forms and English as a second language forms into the target language.
- Must assist in registering children who speak the target language (i.e. answer parents' questions, fill out forms for parents who cannot read or write).
- Must teach, under the direction and guidance of an English as a second language teacher, beginning English to children who only speak the target language.
- Must provide in-class assistance, under the direction and guidance of an English as a second language teacher, to mainstream teachers working with limited English proficient students.
- Must be certified by the State of Ohio as an educational aide.
- Must be dependable, trustworthy and capable of maintaining confidentiality.
- Must satisfy all job related attendance requirements.
- Must satisfy all job related training requirements.

- Must satisfy all job related medical and physical ability standards.
- Must be suited for situations that require the ability to work in one place for long periods of time.
- Must be suited for situations that require adherence to rules and procedures, and also flexibility to use own code of ethics in decision-making.
- Must be suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.
- Must be able to work well with other people, but also have the ability to work alone.
- Must be able to tolerate and deal with trying circumstances of the job and factors thereto.
- Must be suited for situations that require helping or serving others, as well as the ability to express one's own thoughts and ideas
- Must be suited for situations that require the ability to interact with others in a team setting, as well as the ability to individually excel.
- Must be suited for situations that require the ability to be sensitive and empathetic and to also handle average stress, tension, pressure, criticism and rejection.
- Must be suited for situations that require a moderate amount of questioning and probing, and will not accept many things at face value.

EQUIPMENT
Copier, video player/recorder, typewriter, computer, calculator.

SUPERVISORY RESPONSIBILITIES
Supervises students when necessary.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have an associate degree (or higher) from an accredited institution of higher education; or at least 48 semester hours of higher education from an accredited institution; or must have passed the Ohio Department of Education ParaPro exam.

LANGUAGE SKILLS
Ability to communicate effectively with students, parents, teachers, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

OTHER SKILLS AND ABILITIES
Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

ESL EDUCATIONAL AIDE (continued)

PHYSICAL ABILITIES

Standing work tolerance	High
Sitting work tolerance	High
Manual dexterity	High
Near vision	High
Color discrimination	High
Speech clarity	High
Hearing	High
Speech clarity	High

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

- Works with objects having sharp points ***occasionally***.

TERMS OF EMPLOYMENT

Salary and work year to be established by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.