

SUPPORT STAFF JOB DESCRIPTION

Title III English as a Second Language (ESL) Paraprofessional

Reports to: Building Principal in collaboration with Executive Director of Special Services and the Title III Coordinator

General Summary: The Title III ESL Paraprofessional performs duties under general supervision to assist the ESL teachers in providing skills to English Language Learners (ELL's) in accordance with district policies and procedures. The ESL paraprofessional will have good people skills, flexibility, the ability to work under pressure and stay on task, and the ability to adjust to change. The ESL paraprofessional will be responsible, reliable, and a self-starter.

Essential Functions:

- 1) Participate as an effective team member across all settings in a manner that promotes collaboration for student success by carrying out team decisions as assigned, contributing relevant information, and assisting with planning, problem solving, and decision making.
- 2) Assist with the preparation of instructional/learning resources. Supervise students in teacher-planned activities and help students stay on task for programs taught by supervising teacher(s).
- 3) Assist teacher(s) with the implementation of instructional strategies in the classroom that respect individual differences, foster student achievement, and maintain supportive and inclusive environments.
- 4) Perform support tasks to enhance the effectiveness of the learning environment.
- 5) Demonstrate continued professional growth to meet changes in the position.
- 6) Perform related duties as assigned.
- 7) Strictly adhere to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and/or classroom activities.
- 8) Initiate communication with appropriate staff member around student progress and/or concerns. Work to find appropriate solutions to difficulties with student comprehension of concepts and/or behavior with support from ESL teacher(s) and/or appropriate classroom teacher(s).
- 9) Carry out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency situations. Perform routine instructional and non-instructional support tasks, including clerical duties and use of adaptive/assistive equipment or technology.
- 10) Meet applicable district physical ability/healthy and safety guidelines for the position.
- 11) Demonstrate respect for students, staff, and parents in all situations.
- 12) Perform other duties as assigned at the request of the superintendent, superintendent designee, or principal.

Qualifications:

1. **Education level** – Minimum of 60 college credit hours and be eligible for a substitute certificate through the Missouri Department of Elementary and Secondary Education (DESE)
2. **Certification or Licensure** – Missouri DESE substitute certificate required
3. **Experience desired** – Training and/or experience related to the specific responsibilities and competencies of this role are beneficial. Proficiency in another language is highly preferred.
4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan (CSIP). Excellent organizational skills, oral and written skills, time management, telephone skills, computer knowledge and assistive technology.
5. **Physical Requirements** - While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 50 pounds of materials, or lift children from wheelchairs, etc. Specific vision abilities required by this job include close vision such as reading handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Evaluated By: Executive Director of Special Services in collaboration with Title III Coordinator and Building Principal

Length of Contract: 177 days

Type of Position: Nonexempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 3/21/2019