

JOB DESCRIPTION
San Leandro Unified School District

Para Educator – ELD

Purpose Statement

The job of Para Educator - ELD is done for the purpose/s of providing support to the instructional program within assigned classroom/s with specific responsibility for assisting in the assessment of students' English language acquisition from their native language; traveling to other sites to administering tests; working with individual and/or small groups of students; occasionally performing classroom clerical tasks and as related to serving as a resource to other school personnel requiring assistance with non-English speaking persons.

This job reports to Principal or designee

Essential Functions

- Administers local and state level tests, homework assignments, make-up work, etc. to referred students (e.g. assessing proficiency in English skills, etc.) for the purpose of supporting teachers in the classroom.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Helps the ELD coach to evaluate test scores for the purpose of providing information to other staff to determine appropriate student placement and/or referral.
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Monitors individual and/or groups of students occasionally on field trips or California High School Exit Exam for the purpose of providing a safe and positive learning environment.
- Prepares documentation of test results for the purpose of conveying information in accordance with established guidelines.
- Prepares instructional materials for the purpose of assisting the classroom teacher and supporting student learning.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, inappropriate social behavior, etc.) for the purpose of maintaining students personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Scores student placement exams at the beginning of school year for the purpose of providing preliminary results to site staff and/or secretary.
- Translates verbal and written communication(s) for the purpose of assisting students, teachers and parents in communicating.
- Tutors students for the purpose of providing support to enhancing students' academic success.

Other Functions

- Assists the ELD coach and counselors performing general clerical functions (e.g. scheduling, copying, data entry, filing, etc.) for the purpose of supporting the instructional program.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: translating written documents; operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and applying assessment instruments.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation in both English and Second Language; age appropriate activities; and methods of instruction and training.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency; establishing and maintaining effective working relationships; and maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

NCLB Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

November 10, 2015

Salary Range

28