



JOB TITLE	DEPARTMENT	REPORTS TO
ESOL Paraprofessional	School Based	Principal

Position No: 51114	Length of Work Year: 10 Months
Salary Schedule: C03	Date Approved: 1/30/96
FSLA: Non-exempt	Date Revised: 1/08/08

JOB GOAL
To assist limited English proficient students enrolled in the program English for Speakers of Other Languages (ESOL) in achieving academic success.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent plus either AA/AS, or sixty (60) hours college credit, or a passing score on a rigorous locally identified test. 2. Proficiency in English and the targeted home language. 3. Ability to communicate effectively with parents, teachers, students and others in their native language. 4. Ability to perform the job functions.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist LEP students with basic subject area instruction (mathematics, science, social studies, and computer literacy). 2. To provide encouragement and positive reinforcement to LEP students in an effort to develop and maintain an environment conducive to learning. 3. To develop and prepare instructional materials and creative activities as directed by the teacher. 4. To administer tests to individual and groups of students. 5. To assist students in various learning situations, 6. To provide assistance in interpreting the district school program to parents. 7. To provide assistance in communicating all pertinent school information to parents in the targeted home language. 8. To assist ESOL contact person with keeping up-to-date ESOL student records and other pertinent information deemed necessary. 9. To maintain confidentiality of school related matters. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties related to ESOL student's educational needs as deemed necessary by the principal.

PHYSICAL DEMAND CLASS:
Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.