



JOB TITLE	DEPARTMENT	REPORTS TO
ESOL – Title III School Based Summer Program ESOL Paraprofessional	School Based	Summer School Administrator

Position No: 51114	Length of Work Year: Summer School
Salary Schedule: Regular Rate of Pay	Date Approved: 3/26/18
FSLA: Non-exempt	Date Revised:

JOB GOAL
To assist limited English proficient students enrolled in the summer program for ELLs 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 (Spanish or Haitian-Creole). 3. Bilingual; ability to communicate effectively with parents, teachers, students and others in their native language (Spanish or Haitian-Creole). 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist ELL students with basic subject area instruction (mathematics, science, social studies, and computer literacy). 2. To provide encouragement and positive reinforcement to ELL 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 summer school program to parents. 7. To provide assistance in communicating all pertinent summer school information to parents in the targeted home language. 8. To maintain confidentiality of school related matters. 9. To perform assigned tasks in a timely and efficient manner. 10. To perform assigned tasks with a high standard of quality. 11. To perform other duties related to ESOL students' educational needs as deemed necessary by the principal.

PHYSICAL DEMAND CLASS:
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.