

**School District of Santa Rosa County  
Job Description**

**~~Paraprofessional~~ Paraprofessional II for ESOL**

<b>Reports to:</b> Principal or Administrator	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Coordinator of Literacy	<b>Prepared by:</b> Human Resources
<b>Date:</b> <del>December 14, 2017</del> July 24, 2014	<b>Job Code:</b> Same as Administrator
<b>Position #:</b> 44000	<b>Range:</b> <del>81-40</del>

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**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Sets up classrooms and prepares materials in support of instruction for English Language Learner (ELL);
- Supervises ELLs during lunch period, intermissions, on school grounds before and after school and bus loading and/or unloading, under the supervision of a member of the instructional staff; escorts ELLs to and from rooms and buildings;
- Administers, scores tests, marks errors and records ELL status and improvements;
- Assembles, adjusts and maintains equipment for instructional programs in support of ELLs;
- Assists teachers in maintaining equipment for instructional programs involving ELLs;
- Works with ELLs assisting in completing assignments and projects;
- Operates copier in reproducing ELL records;
- Maintains records, files, reports and statistics of ELLs;
- Provides academic support for ELLs in mainstream classes and/or in ESOL resource classes;
- Performs related duties as required or assigned.
- Act as translator and interpreter for the targeted language.

**Limitations:**

- Paraprofessionals may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher.
- Paraprofessionals may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

**Supervision Received:**

School Principal or Administrator

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

- Graduation from high school or GED; and
- Successfully pass Educational Testing Service Paraprofessional Assessment Test; and complete 14 hours of approved in-service in Paraprofessional Training Components; or

successfully complete a minimum of 48 semester college hours or Associate's degree.

- Speak and write fluently in the targeted language\* as well as in the English language.

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\*Targeted language is the one spoken by 15 of the English Language Learners in the school where the position is.

- Three years' work experience related to the position with successful performance appraisals.

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**Preferred:**

Keyboarding: operate copiers and other office equipment. Speak and write fluently in the targeted language\* as well as in the English language.

\*Targeted language is the one spoken by 15 of the English Language Learners in the school where the position is.

**Physical Demands:**

Communicate using speech, hearing and vision skills. Work inside and outside with ELLs and teachers of ELLs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan  
Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.