

Magnolia School District

PARA-EDUCATOR BILINGUAL – DUAL IMMERSION

DEFINITION

Under supervision of site administrator or designee, assists classroom teacher by providing instruction to individuals or small groups in English and Spanish as part of the Dual Immersion Program in a classroom or other learning environment. Provides instructional support and performs clerical duties as assigned. Translates, writes, and converses in Spanish and English for students, parents, and teachers as required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.

- Tutors individual or small groups of students, reinforcing instruction for the Dual-Immersion Program as directed;
- Monitors student activities;
- Observes and controls behavior of students according to approved procedures; communicates progress regarding student performance and behavior;
- Administers, monitors, scores, and records a variety of tests and assignments in English and Spanish; rephrases materials and explains instructions and words;
- Performs a variety of routine and clerical tasks, such as monitoring student attendance, taking lunch count, filling out forms, and correcting papers, recording grades, and maintaining student records as assigned;
- Supervises children on the playground or in the cafeteria;
- Accompany students on field trips as assigned;
- Provides support to teacher by setting up work areas and displays, operating audio visual equipment, and distributing and collecting paper, supplies and materials;
- Confers with teacher concerning programs and materials to meet student needs;
- Operates a variety of District and educational technology equipment;
- Provides oral and written communications in English and Spanish, acts as an interpreter for limited or non-English speaking persons;
- Provides tutoring or other assistance such as lesson preview/review in English and Spanish;
- Assures the health and safety of students by following health and safety practices and procedures;
- Performs any of the duties required in Spanish (bi-literate/bilingual) as necessary;
- Attends trainings and staff development sessions as required for the position;
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Goals and objectives of the educational program;
- Basic subjects taught in District schools, including language and reading, grammar, spelling, and mathematics;
- Correct oral and written usage of English and Spanish usage, spelling, grammar, punctuation, and vocabulary;
- Principles and procedures of record keeping including current educational technology.

- Oral and written communication skills;
- Student behavior management strategies and techniques;
- Safe practices in classroom and playground activities;
- Operation of office, instructional and audio-visual equipment;
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Assist with instruction and related activities in a classroom or assigned learning environment;
- Reinforce instruction to individual or small groups of students as directed by teacher;
- Monitor and assist students;
- Learn methods and procedures to be followed in an instructional program;
- Print and write legibly;
- Add, subtract, multiply and divide quickly and accurately; Keep counts and records;
- Understand and carry out oral and written instructions;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Communicate effectively in oral and written form;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
- Read, write, speak, and translate (fluently) in English and Spanish;
- Supervise and discipline students according to approved policies and procedures;
- Work confidently with discretion;
- Bend, kneel or crouch to assist students;
- Stand or walk for extended periods of time;
- Reach overhead, above the shoulders and horizontally.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied and Spanish Language
- Must meet one of the following: (1) an Associates Arts degree or higher; (2) completed at least two years of study at an accredited institution of higher education with a minimum of 48 general education units; (3) pass an approved Highly Qualified assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics.

DESIRABLE QUALIFICATIONS

- Ability to type at the rate of 30 words per minute;
- Paid or volunteer experience that demonstrates an ability to work successfully with children;
- A certificate of completion of an approved instructional assistant course.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee’s primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Range: 25

Revised: 8/27/2015; 02/2017

Approved: 03/2017

EQUAL OPPORTUNITY EMPLOYER
