

**Central Valley School District
Job Description #507**

TITLE Paraeducator – ELD (English Language Development)Tutor

GENERAL SUMMARY

Provides direct and indirect educationally related services to ESL students as assigned/supervised by the ELD teacher.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Paraeducator – ELD Tutor may perform all or a combination of the following:

1. Work cooperatively with students, classroom teachers, ELD teacher/s, specialist/s, parent/s, and administration while performing assigned duties and responsibilities.
2. Provide instruction to students in areas of educational remediation as assigned and supervised by the responsible ELD teacher.
3. Provide assistance to the ELD teacher in such activities as developing instructional materials, managing student performance, monitoring results and recording related data, etc.
4. Administer and score English language proficiency tests.
5. Perform other duties as directed by the supervising ELD teacher/Principal.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Building Principal/Designee/Program Coordinator

MENTAL DEMANDS

Required to deal with a wide range of student behaviors and academic abilities, which may include distraught or difficult students; required to understand and communicate with students with widely diverse language and cultural backgrounds.

PHYSICAL DEMANDS

Potentially exposed to ordinary infectious diseases as carried by students; exposed to student noise levels.

QUALIFICATIONS

1. Minimum of two years college required.
2. Demonstrated ability to communicate clearly and work effectively with students, staff and parents.
3. Basic knowledge of computers and instructional equipment.
4. Prior successful instructional experience and/or training working with children from non-English speaking backgrounds.
5. Excellent role model for correct English usage.
6. Ability to tutor in a variety of subject matter areas appropriate to grade levels.
7. Demonstrated patience and initiative.
8. Able to follow directions and respect confidential information.
9. Is flexible and punctual.
10. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
11. Willingness to participate in inservice and related paraprofessional growth activities, as appropriate.
12. Willingness to receive instruction and/or supervision from the assigned ELD teacher as it relates to providing educational services to the student.
13. Must have own transportation and a valid Driver's License.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

UNIT AFFILIATION

PSE – Paraeducators

CLASSIFICATION HISTORY

Revised 06/95

Revised 04/03

Revised 09/05