

Magnolia School District

PARA-EDUCATOR/BILINGUAL/VIETNAMESE

DEFINITION

Under supervision of site administrator or designee, assists classroom teacher by providing instruction to individuals or small groups of limited or non-English speaking students in a classroom or other learning environment. Provides instructional support and performs clerical duties as assigned. Translates, writes, and converses in Vietnamese for 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 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; rephrases materials and explain 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;
- Provides oral and written communications, acts as an interpreter for limited or non-English speaking persons;
- Provide tutoring or other assistance such as lesson preview/review in a language other than English;
- Assures the health and safety of students by following health and safety practices and procedures;
- Performs any of the duties required in Vietnamese as necessary;
- 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 Vietnamese usage, spelling, grammar, punctuation, and vocabulary;
- Oral and written communication skills;
- Student behavior management strategies and techniques;
- Safe practices in classroom and playground activities;

- Principles and procedures of record keeping including current educational technology;
- 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 Vietnamese;
- 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.
- 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.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods.
- 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 accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 24

Revised: 11/15/94; 4/17/00; 1/08/01; 06/21/04; 04/28/08; 6/19/14; 02/2017

Approved: 03/2017

EQUAL OPPORTUNITY EMPLOYER
