

Job Title:	SCE Paraprofessional LPAC	Wage/Hour Status:	Hourly
Reports to:	Principal	Pay Grade:	904
Dept. /School:	Assigned Location	Date Revised:	September 12, 2022

Primary Purpose

Assist the campus with the implementation of the Bilingual/English as a Second Language (ESL) Program to include; English Learner (EL) documentation and record keeping, Language Proficiency Assessment Committee (LPAC) processes and procedures, English Learner testing, testing and placement, and instructional support for EL students.

Qualifications

Education/Certification

High School Diploma/GED, or higher education from an accredited institution of higher education AND Minimum of 48 credit hours from an accredited institution of higher education OR Passing score on the ParaPro Assessment

Special Knowledge/Skills

- Strong organizational, communication and public relations, and interpersonal skills
- Knowledge of computer and software applications
- Ability to multitask
- Bilingual

Experience

Two (2) years related experience

Major Responsibilities and Duties

1. Provide instructional support for EL students in the classroom.
2. Responsible for testing, scoring and recording as related to initial and annual requirements for EL students.
3. Work closely with campus LPAC Administrator.
4. Communicate and collaborate with District-level compliance clerk.
5. Complete and file timely submission of Bilingual/ESL documents.
6. Follow processes in accordance with the LPAC manual for identification, placement, and review of all EL students within PEIMS and District timelines.
7. Collaborate with PEIMS Clerk at District and campus level to assure accurate coding of SCE/EL students.
8. Assist in scheduling and preparation of LPAC meetings.
9. Serve as a liaison between the school and parents of EL students.
10. Attend mandatory staff development activities to perform job functions and improve performance.
11. Print and verify PEIMS coding with administration, as required.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, works with frequent interruptions, repetitive hand motions, and prolonged use of the computer.

Terms of Employment

194 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ *Date:* _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ *Date:* _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.