

JOB DESCRIPTION

Job Title Paraprofessional LPAC
Reports to Principal
Dept/School Assigned Location

Job Title Code 343510
Wage/Hour Status Exempt
Pay Grade 904
Date Revised March 18, 2024

Primary Purpose

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

Education/Certification

- High School diploma/GED
- Minimum 48 credit hours from an accredited institution of higher education

Special Knowledge/Skills

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

Experience

- Two (2) years related experience

Major Responsibilities and Duties

1. Responsible for testing, scoring, and recording as related to initial and annual requirements for EB Students in English and Spanish.
2. Identify potential EB students on ELLEVATION database utilizing the Home Language Survey to assess, schedule LPACs, print standardized letters, run reports, PEIMS coding for the purpose of providing special language services to EB students that qualify, as well as non-EB students that participate in BIL/ESL Programs.
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 and ensure complete LPAC documentation in students CUM folder.
6. Follow processes in accordance with the LPAC manual for identification, placement, and review of all EB students within PEIMS and District timelines.
7. Collaborate with Registrar at campus level to ensure accurate transfer and reception of related LPAC documents during beginning of year, middle of year, end of year transition and in-district and out-of-district Texas transfers.
8. Assist in scheduling and preparation of LPAC meetings.
9. Serve as a liaison between the school and parents of EB students.
10. Attend mandatory staff development activities to perform job functions and improve performance.
11. Print, verify, and update PEIMS coding of EB students with administration, as required.
12. Provide instructional support for EB students in the classroom.
13. Perform other duties as assigned.

Supervisory Responsibilities

None

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Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, work 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: _____
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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.