

Job Title:	Paraprofessional ESOL	Wage/Hour Status:	Hourly
Reports to:	Certified Teacher & Principal	Pay Grade:	902
Dept./School:	Assigned Campus	Date Revised:	September 12, 2022

Primary Purpose

Assist the teacher in meeting goals and objectives of 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

- Ability to follow verbal and written instructions
- Knowledge of general office equipment
- Strong organization, communication and interpersonal skills

Experience

Experience working with students and parents

Major Responsibilities and Duties

1. Document when a student has mastered an objective.
2. Reinforce subjects, which have been taught by the teacher.
3. Assist with small groups.
4. Work one-to-one with students.
5. Assist with administering teacher-made tests.
6. Review student work.
7. Create and maintains filing systems for materials.
8. Create seating arrangements for various small group activities.
9. Prepare instructional materials as directed by the teacher.
10. Prepare displays and bulletin boards.
11. Duplicate materials for student assignments.
12. Attend district, campus in-services, workshops and training as specified by bilingual education, staff development, or campus administrator.
13. Perform other assigned duties as may be required by Supervisor.

Supervisory Responsibilities

None

Equipment Used

Instructional aids, audio-visual equipment, copier, and computer.

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, works with frequent interruptions. Frequent standing, stooping, bending, and kneeling. May require occasional lifting of 20 pounds or more.

Terms of Employment

184 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 for employees may be referred to the District compliance officer, Rosa Ramos at 230-2031; Application of Titles VI, VII, IX, and 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 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.