

VASHON ISLAND SCHOOL DISTRICT POSITION DESCRIPTION

ELL PARAEDUCATOR

HOURS PER DAY/DAYS PER YEAR MAY VARY BASED ON STUDENT AND PROGRAM NEEDS AS WELL AS PARAMETERS OF VESP COLLECTIVE BARGAINING AGREEMENT

GENERAL SUMMARY

The ELL Paraeducator is responsible for providing academic support to students who have a first or home language other than English.

ESSENTIAL FUNCTIONS:

Under the supervision of the Building Principal and/or Director of Teaching and Learning, the position performs some or all of the following typical duties:

Facilitate small group instruction and one-to-one support under the direction of the Director of Instructional Services and working with other ELL specialists.

Collect data related to student progress.

Maintain accurate records of student progress.

Administer the WELPA and other assessments as required by OSPI.

Communicate with classroom teachers regularly.

Coordinate materials.

Other related duties as assigned.

REPORTING RELATIONSHIPS

Reports to and receives direction from Building Principal and/or Director of Teaching and Learning.

COGNITIVE DEMANDS

Requires organization and time management; requires adaptability and flexibility in working with different students, staff, parents, and community members; requires effective decision-making and problem-solving; requires dealing with difficult, upset, or angry individuals on occasion. Comfort with technology is desired.

PHYSICAL DEMANDS

May require prolonged standing or sitting; while performing the duties of this job, the employee may be required to sit, stand, walk, lift, carry, stoop, kneel, talk and hear.

MINIMUM QUALIFICATIONS

Education and Experience

Minimum AA OR 72 college credits 100 level or higher OR passing score on ETS ParaPro exam.

Fluency in written and spoken Spanish strongly preferred.
Training and/or experience in working with an ELL population in an educational setting.
Training or experience working with students from a variety of cultural and social backgrounds.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be self-motivated and a self-initiator, working within program requirements and administrator supervision/direction.
Must possess ability to monitor student behavior and enforce rules while establishing a positive rapport with students.
Must possess ability to establish and maintain effective working relationships with staff.
Must have good record-keeping skills.
Must have ability to follow established protocols for student(s) instruction, safety and daily documentation.
Must be flexible; able to work with students with varying needs.
Must demonstrate excellent communication and problem-solving skills.
Must demonstrate ability to maintain confidentiality and professional boundaries.
Posses or be willing to obtain valid first aid and CPR card if requested by district

CONDITIONS/ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
