

SUNNYVALE SCHOOL DISTRICT

May 2018

CLASS TITLE: BILINGUAL PARA-EDUCATOR

BASIC FUNCTION:

Under the direct supervision of the site administrator, the Bilingual Para-Educator will provide classroom instruction to ELPAC (English Language Proficiency Assessments for California) students.

ESSENTIAL DUTIES:

Assist the classroom teacher to provide instruction to individuals or small groups of students who are new to school, lack basic English skills and/or who are targeted for language support.

Provide one-on-one tutoring in after-school programs.

Act as a translator and resource person for students and parents informing them on such topics such as: testing, grade placement, school policies, behavior and attendance.

Provide translation services during Parent-Teacher conferences.

Administer the appropriate portions of the ~~district~~ language assessment.

Assist in the research of the school history for new student enrollees.

Assists in maintaining order among students in the classroom, on school grounds and in the community. Supervises students in the classroom, on school grounds and in the gathering areas, during community-based instruction, on field trips, and at special events.

Operate a variety of office equipment including but not limited to a computer, copier, paper cutter and laminator.

Monitor and assure the health and safety of students by following health and safety practices and procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Needs and abilities of English Learners

Cultures and ethnic backgrounds of Sunnyvale students and families.

Appropriate instructional practices for students with limited English language skills.

Santa Clara County and Sunnyvale School District's policies, programs, resources, services and personnel.

Districts' assessment procedures and practices.

Methods of student assessment.

Telephone techniques and etiquette.

Modern office practices and record keeping techniques.

Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Establish and maintain cooperative working relationships with students, teachers, parents and administrators.

Demonstrate correct English and Spanish (or other required language) usage, grammar, spelling and vocabulary.

Work effectively with a variety of multi-ethnic and multi-cultural participants.

Adjust work hours as needed in order to attend late afternoon and evening events.

Participate in training sessions to upgrade skills.

Operate office equipment including copier, telephone, fax machine and computer related software.

Plan and organize work.

Work independently.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Possess a high school diploma *and* an AA degree from an accredited college or university, *or* 48 semester units from an institute of higher education, *or* have demonstrated knowledge of Language Arts, Mathematics and the Ability to Assist in Instruction (Test).

Pass the language proficiency exam.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting and standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Ability to lift up to 25 pounds.

TERMS OF EMPLOYMENT: Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance to Agreement between the Sunnyvale School District and the California School Employees Association.