

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, ENGLISH LANGUAGE LEARNERS, LEVEL III

REPORTS TO: Program Administrator or designee

RESPONSIBILITIES:

1. Support English Language Learner (ELL) students in English language skills and academic concept development using highly prescriptive material such as computer software.
2. Under supervision of a certificated ELL program staff member or certificated designee, e.g. classroom or reading teacher, assist students individually and in small groups.
3. Assist in the organization, preparation, and assembly of ELL materials and assessments.
4. Assist in entering data and monitoring student records and reports as required.
5. Prepare materials for classroom or reading teacher to use in support of ELL students.
6. Attend and participate in required training and meetings as necessary.
7. Prepare initial schedule for teachers to provide service to and test ELL students.
8. Support and positively represent the scope of program responsibilities to staff and the community.
9. Perform such other tasks and assume such other responsibilities as the program administrator, or designee, may assign.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Must meet the No Child Left Behind Highly Qualified paraeducator requirements:
 - a. Associate's degree or the comparable equivalence (i.e., 72 college quarter credits from an accredited college or university); *or*
 - b. Successful completion of the ETS Paraeducator Assessment.
3. Minimum of two (2) years of post-secondary preparation or equivalent work experience related to job responsibilities or combination thereof.
4. Bilingual in Spanish or Russian preferred.
5. Ability to communicate clearly with students whose first language is not English.
6. Demonstrated interest in and ability to work with culturally and linguistically diverse populations.

QUALIFICATIONS: (Continued)

7. Demonstrated ability to appropriately work with small groups of students in a tutoring setting.
8. Ability to perform instructional clerical tasks, keep records, and prepare reports using computerized systems.
9. Demonstrated evidence of good habits in job attendance and punctuality.
10. Must provide own reliable transportation to locations where services are required.
11. Has in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Communicate appropriately in both written and oral expression;
 - b. Work with students of varied backgrounds;
 - c. Work with students and staff in an appropriate manner; and
 - d. Maintain confidentiality.
12. Physical ability and agility to:
 - Lift and move instructional materials, including books, to work sites.
 - Squat, stand, walk as required to perform activities necessary to provide ELL assistance to students.
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.