

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** PARAEDUCATOR, ENGLISH LANGUAGE LEARNERS, LEVEL IV

**REPORTS TO:** Program Administrator or designee

**RESPONSIBILITIES:**

1. Provide practice and support to English Language Learner (ELL) students in learning English language skills and academic concept development.
2. Under supervision of a certificated ELL program staff member, or designee, 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. Attend and participate in required trainings and meetings.
6. Prepare initial schedule for teachers to provide service to and test ELL students.
7. Support and positively represent the scope of program responsibilities to staff and the community.
8. 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 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) of post-secondary preparation and specific training related to ELL job responsibilities (i.e., training specifically related to second language acquisition and literacy development).
4. Demonstrated skills and knowledge of instructional strategies specific to the needs of second language learners.
5. Bilingual in Spanish or Russian preferred.
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. Ability to support and represent the program to staff and the community.
10. Demonstrated evidence of good habits in job attendance and punctuality.
11. Must provide own reliable transportation to locations where services are required.
12. 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.
13. 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.
14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.