TITLE: Paraprofessional II – Bilingual/ELL Paraprofessional

REPORTS TO: A supervising teacher or an authorized professional or staff person.

QUALIFICATIONS: Associate Degree/60 college credits or successful passing of the Para-Pro Exam. Previous experience working with groups of children. A Connecticut Motor Vehicle Operator’s license is desirable.

JOB GOALS:
A bilingual program paraprofessional, under general supervision, provides assistance to an ELL/bilingual classroom teacher, performing a variety of tasks relating to the physical and instructional needs of new language learning pupils in an ELL/bilingual setting; assists in the implementation of classroom programs, including self-help and behavior management as well as instruction. A bilingual program paraprofessional performs related duties as required or assigned.

PERFORMANCE RESPONSIBILITIES:
• Receives oral or written instructions from teacher or administrator. Organizes work according to schedule or special program. Assists teacher in developing lesson plans and instructional methods. Prepares materials for instruction or program activities, as directed by teacher.

• Presents subject matter or leads activities planned by teacher. Assists students in groups or individually with lesson or activity assignment. Provides one-on-one tutoring to students as required. Drills school-age children in language and math skills. Assists students in homework or project assignments. Maintains children and student order in activity rooms, hallways, and other school areas.

• May provide instructional assistance to students in computer laboratory, media center, or other assigned areas. Assists students in understanding and following directions of teachers. May act as interpreter for deaf or non-English-speaking students.

• For school readiness or lower grades, reads books, leads group activities, instructs children in learning to listen and to heed instructions, play with others and use play equipment. Leads and structures play activities to instill concepts of respect and concern for others. Monitors individual or group activities to prevent accidents and to promote social skills.

• Maintains student order in activity rooms, hallways, and play areas. Assists students who are ill or injured until medical assistance arrives.

• Monitors students’ progress and confers with teachers in assessing the performance of students. Assists teacher in preparation of anecdotal records and cumulative folders.

• Performs a variety of support tasks, such as maintaining classroom supplies and materials, bus duty, field trip supervision, operation of audio-visual and copying equipment, monitoring attendance, escorting students, recording information, maintaining student records. Carries out other duties and tasks as assigned.

Note: The above are illustrative of performance responsibilities and are not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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TORRINGTON SCHOOL DISTRICT, TORRINGTON, CONNECTICUT

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:
Works in open setting subject to continuous interruptions and background noise. Regular intermittent exposure to computer monitors. May be required to lift and move light to medium weights. Constant interaction with children and students, families, and staff, requiring calm under stressful conditions. Must be physically able to remain on feet for extended periods. Must be able to hear clearly (correctable to within normal limits) to record telephone information and to see (vision correctable to 20/20) to complete applications and forms.

TERMS OF EMPLOYMENT: 183 days, 35 hours per week, starting rate of pay = $15.53 per hour