

**LIBERTY UNION HIGH SCHOOL DISTRICT
PARAPROFESSIONAL/BILINGUAL**

DEFINITION

Under supervision, to perform bilingual paraprofessional instructional activities as directed by a certificated employee; to provide intensified learning experiences for students in assigned areas; to provide a variety of supportive tasks for teachers and students; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Position requires a fully bilingual person. Second language determined by need. Positions assigned to this classification are distinguished by the majority of time being devoted to ELD and designated classrooms for instructional assistance, learning center activities, and student interaction; limited clerical activities may be assigned, but the primary emphasis of this position is to assist with instructional activities in direct contact with students.

EXAMPLES OF DUTIES

Assists ELD/designated teachers with the presentation of learning materials and exercises; tutors individuals and small groups of students; monitors and assists students in activities such as drill, practice and study research after lessons and instructions have been given by the teacher; oversees and supervises students during classroom activities; explains words and meanings, re-phrase materials and provides similar learning examples; scores tests; assists in maintaining student records and files; assists with classroom management; distributes and accounts for materials such as textbooks, supplies and equipment; operates audio-visual equipment; assists in administering tests, if necessary; may use second language/cultural experience to assist bilingual/bicultural students in school activities; may assist in contacting parents, and at parent conferences.

QUALIFICATIONS

Knowledge of:

- Student behavior and characteristics;
- Controlling and motivating students;
- Correct English usage, punctuation, spelling and grammar, and any specific subject area for which paraprofessional application is made;
- Correct foreign language usage, punctuation, spelling and grammar, if required in a particular assignment;
- Simple record keeping;
- General purposes and goals of public education;
- Specific subject area content, and/or language facility as required in special project funding approvals;
- Basic computer skills;
- Organizational skills.

Ability to:

- Assume responsibility for supervising students;
- Speak clearly and distinctly in both languages;
- Demonstrate an understanding of the second language learning process;
- Learn and utilize standard teaching aids and office machines;
- Learn and utilize simple methods and procedures to be followed in instructional settings;
- Perform simple clerical work with light typing and make simple arithmetical calculations;
- Understand and carry out oral and written instructions;
- Maintain cooperative and effective work relations with students and adults;
- Maintain confidentiality on and off campus especially around students;
- Encourage the use of English in all classroom situations.

Experience:

Some experience in dealing with school-age students is preferred, plus any specific experience required by special project funding.

Education:

Equivalent to the completion of the twelfth grade, preferably supplemented by course work in child care, psychology/guidance, instructional technology and any specific subject area for which paraprofessional application is made.
Title I compliant as required by the Every Student Succeeds Act (ESSA) and/or the Liberty Union High School District.
Additional qualifying experience, or bilingual/bicultural experience may be substituted for part of the educational requirement.

License Requirement:

Possession of valid California Driver's License.