

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional, Bilingual	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-24/CSEA 125 Salary Schedule

(Former Classification: Instructional Assistant – Bilingual Language Option)

LANGUAGE OPTIONS:

Incumbents assigned to this option are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to demonstrate the ability and desire to educate each student at a high level.

BASIC FUNCTION:

Under direction of an assigned supervisor or designee, assist the classroom teacher by using the primary language to provide access to the core curriculum in the areas of math, social studies, and science to English Language Learners (ELLs); provide instructional support to individuals or small groups of limited or non-English speaking students in a classroom, pull-out, supervised or other learning environment; prepare or modify instructional materials; translate orally as required to meet the needs of students, staff and families.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Assist the teacher in providing access to the core curriculum in the areas of math, social studies, and science in the primary language of the ELLs by translating orally, presenting instructional materials, and reinforcing instruction or follow-up on student understanding of specific academic concepts to assist students to excel in reading, writing, and math. *E*

Develop teaching aids and materials in the primary language with teacher direction. *E*

Communicate with ELLs in a designated second or third language to facilitate the instructional process. *E*

Report progress regarding the performance and behavior of the ELLs to assigned teacher as required. *E*

Assist the teacher with the assessment and evaluation of the ELLs' work in the primary language. *E*

Attend meetings and in-service training related to bilingual curriculum or ELL-related issues. *E*

Provide a social/cultural link for students, staff and families to build a supportive relationship to provide students access to professional learning options and a variety of activities. *E*

Assist ELLs by providing proper examples, emotional support, a friendly attitude and general guidance; assist in registration activities as appropriate. *E*

Assist in home/school communication by translating short memos or flyers and acting as an interpreter between parents of ELLs and school personnel. *E*

Assume additional responsibilities, tasks and duties to support ELLs as determined by the Principal or designee. (Note: These responsibilities should NOT include clerical work such as filing, copying, or correcting homework.)

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school, 48 college units or No Child Left Behind (NCLB) compliant and one year of experience working with school-age children in an organized setting and some experience working with people of various cultures; one year of college course work in a related field may be substituted for the one year of experience.

Must pass Fresno Unified School District's language tests to demonstrate proficiency in English and a designated second or third language.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Correct oral and written usage of English and a designated second or third language.
- Guidance principles and practices.
- Positive behavior reinforcement techniques.
- Basic curriculum taught in the District schools, with emphasis on math, science, and social science.
- Safe practices in classroom activities to provide a safe, clean and orderly learning and working environment.
- Reading, writing, listening, and speaking communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Classroom procedures and conduct.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Assist ELLs with the instructional program and related activities of the assigned learning environment.
- Read, write and translate English and a designated second or third language (i.e., letters to parents, curriculum materials).
- Speak and interpret English and a designated second or third language.
- Establish and maintain effective relationships with students, families, staff and the public including members of ethnic communities, foreign countries and other diverse range of people.
- Demonstrate an understanding, patient and receptive attitude toward individuals from foreign cultures and ethnic communities.
- Print and write legibly in English and the primary language.
- Communicate, understand and follow oral and written directions in English and the primary language effectively.
- Read, interpret and follow rules, regulations, policies, and procedures.
- Observe and control student behavior according to approved policies and procedures.
- Learn new or updated computer systems and programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT

Classroom environment; possible exposure to childhood communicable diseases.

PHYSICAL ABILITIES

With reasonable accommodations, in necessary, hearing and speaking to exchange information in English and a designated second or third language; standing or sitting for extended periods of time; bending at the waist and kneeling or crouching to provide assistance; reaching overhead, above the shoulders and horizontally; seeing to read assignments and monitor student activities; dexterity to operate various office and instructional equipment.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions