

INSTRUCTIONAL PARAPROFESSIONAL II – LANGUAGE SUPPORT PROGRAMS

DEFINITION

Under general supervision, perform a variety of instructional support activities; perform a variety of supportive tasks and follow-up activities; serve as an interpreter for community members with limited English speaking ability; and do other related work as required.

ESSENTIAL FUNCTIONS

Assist teachers by providing instructional assistance to individuals and small groups in reviewing and reinforcing previously introduced skills; read to students, explain work assignments, coordinate and assist students in small learning groups and activity centers; assist students in the selection of books and resource materials; follow teacher's lesson plans and may assist in preparation of plans based on teacher's direction and explanation of students' academic needs; assist in the evaluation of the instruction and the students' progress and problems; assist teacher in preparing a variety of learning materials; prepare and maintain bulletin boards, interest centers, educational displays and teaching devices; may operate or learn to operate electronic teaching machines and computer terminals; perform a variety of routine clerical and recordkeeping activities such as taking roll, collecting monies, filling out forms and applications and correcting papers; file and record test scores, grades and other data in student records; may assist in administering, proctoring, and scoring tests and charting students' progress; operate office equipment such as typewriter and duplicator in the preparation of instructional materials, bulletins, rosters, or other materials; straighten or organize classroom or other learning facility; may accompany students on field trips; may attend in-service training sessions and other school activities; respect confidential nature of pupil records and school reports; assist in maintaining close student contacts, observing and reporting to the teacher any unusual or atypical behavior or other problems; assist teacher in maintaining discipline and monitoring classroom, playground or other areas; may administer first aid in the absence of the teacher; may use a second language and provide cultural experiences to assist students; may serve as a translator to facilitate communication with monolingual, non-English speaking members of the school community; may perform language census testing and record the results; may make home visits to assist in the interpretation of educational programs and activities, and to encourage participation in the educational process; provide assistance to students through the use of computers, videocassette recorders, and other instructional equipment.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Behavior management strategies and techniques relating to pupils experiencing language acquisition instructional problems;
Appropriate English usage, punctuation, spelling, grammar using as appropriate to the assignment; Appropriate usage, punctuation, spelling and grammar in a second language;
Basic arithmetical concepts;
Routine record storage, retrieval and management procedures;
Instructional strategies utilized with students involved learning the English language.

Ability to:

Demonstrate an empathetic, patient and receptive attitude with involved with English language acquisition;

Communicate, understand and follow specific student educational plans and courses of study;

Communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and to serve as an appropriate language model;

Perform routine clerical tasks and operate a variety of educational and office related machines and equipment;

Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment;

Understand and follow oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in child growth and development, English language acquisition instructional processes.

Experience:

One year of paid or volunteer experience working with children of various age levels and languages.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderate work, lifting, carrying or pulling children weighing up to 50 pounds.

Pre-placement Physical: Class I