

Sutter County Superintendent of Schools

**CLASSIFICATION TITLE: *Para-Educator w/ESL Bilingual Skills***  
*Adult Education Department*

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

To assist the ESL classroom teacher of non English speaking students in all areas as assigned and to assist in maintaining a classroom conducive to learning to ensure programmatic record keeping needs are met.

**DIRECTLY RESPONSIBLE TO:**

Under the immediate supervision of the classroom teacher and general supervision of the Director, Adult Education.

**SUPERVISION OVER:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Classroom/Academic Support:

Provides assistance to adult students in the ESL and ESL Citizenship Classroom; assists with the instruction of ESL students, individually or in small groups; provides assistance to students in the use of English Acquisition Software; assists in helping students with academics; assists in maintaining a clean and orderly classroom; assists with appropriate discipline when necessary; supervises students in the performance of specialized learning functions such as use of English Language Software; may assist students in learning related skills necessary for successful performance in vocational areas, such as: basic arithmetical calculations, cleanliness, safety procedures, communication skills, independence, operation of various equipment used on the job (i.e., computers), etc.; may supervise students in community based or general education based programs; assists individual students in specific problem areas as necessary; performs duties necessary to assure the health and safety of the students.

Program/Staff Support:

Assists in developing class materials, plans, and identifying students' needs; may prepare instructional materials by cutting, pasting, designing, typing, duplicating materials, setting up materials and equipment.

Recordkeeping:

Performs a variety of classroom related clerical duties, such as: scoring papers, recording grades, taking roll, maintaining records and files; on occasion, may type classroom materials; orders, inventories, and secures materials and equipment; may receive and record lunch money; Responsible for all pre and post testing and accurately reporting results on TOPS PRO to California Department of Education.

Other Duties:

Performs other job related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Education, Training, and Experience:

Fluent in at least one foreign language (Spanish, Punjabi, or both); High School diploma or equivalent; passing score on the paraprofessional exam; experience working with limited English speaking adults.

Desirable Qualifications:

Certification in CPR and First Aid; expressive and receptive third language

Knowledge of:

Spanish, Punjabi, or both; English Language Development Practices; positive discipline and behavior management techniques; correct English usage, grammar, spelling, punctuation, and vocabulary; classroom and record-keeping techniques; interpersonal skills necessary to work successfully with students, and staff; Special needs and limitations of individuals with limited English language abilities.

Ability to:

Communicate effectively with limited or non English speaking adults using native language where appropriate; Print and write legibly; understand and follow instructions; communicate effectively with adults of limited English ability; assist in monitoring and reporting progress regarding student performance; work with students in specialized and general settings with patience and understanding; handle confidential material and information with complete security; establish and maintain effective work relationships with students, teachers, and the general public; assist with any instruction and related activities in any learning environment; operate instructional and work related office equipment; learn methods and procedures to be followed in the instruction of limited English speaking adults; work effectively in a multiethnic setting; administer First Aid if required.

**SPECIAL REQUIREMENTS:**

Essential duties require, but are not limited to, the following physical abilities:

Facility to sit at a desk, table, on low chairs, or in classrooms of various configurations for extended periods of time; facility to see, read and distinguish colors, a computer screen, educational materials, books and other printed matter, with or without vision aids; manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead; mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

**NOTE:**

The County Superintendent of Schools, or designee, retains the right to assign Para-Educators to various classroom locations in accordance with Article VIII of the agreement between the Sutter County Board of Education, Sutter County Superintendent of Schools Office, and CSEA Chapter 634.