SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PARAPROFESSIONAL AIDE III - ESOL

SALARY SCHEDULE: SSP 7

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:
(1) Demonstrable ability to speak, write, and understand a foreign language used in a specific school setting.
(2) Must be able to communicate effectively.
(3) High school diploma or equivalent.
(4) AA Degree or higher, or 60 semester college credits, or Passing Score on the ParaPro Assessment Test

KNOWLEDGE, SKILLS AND ABILITIES:
Basic knowledge and understanding of limited English proficient students. Knowledge of general computer use. Willing to learn the unique educational and/or personal needs of an individual LEP student in order to be able to assist him/her. Ability to listen and follow oral and written directions. Ability to work both independently and as a team member.

REPORTS TO:
Principal or Designee

JOB GOAL
To assist the teacher(s) in providing a well organized, smoothly functioning environment in which limited English students can take full advantage of the instructional program and available resources.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:
*(1) Share in all teaching responsibilities except those reserved by the law to certified teachers.
*(2) Assist in the supervision of students as assigned.
*(3) Perform clerical duties as assigned.
*(4) Assist in creating a safe learning environment.
*(5) Implement classroom activities as directed.
*(6) Assist staff members with behavioral management.
*(7) Assist with the development of instructional materials.
*(8) Assist with the preparation of accurate records and reports.
*(9) Assist with assessing student progress.
*(10) Communicate effectively with staff and parents.
*(11) Work closely with the school personnel in establishing and maintaining the Parent Leadership Council at the school site.
*(12) Translate and/or interpret home/school communication to parents/guardians on an as-needed basis.
*(13) Use specialized equipment as required.
*(14) Intervene, when appropriate, to situations concerning discipline of students.
*(15) Demonstrate initiative in the performance of assigned responsibilities.
*(16) Provide for a safe and secure workplace.
*(17) Model and maintain high ethical standards.
*(18) Follow attendance, punctuality and proper dress rules.
*(19) Maintain confidentiality regarding school matters.
*(20) Maintain positive relationships with staff and vendors.
*(21) Participate in workshops and training sessions as required.
*(22) Keep supervisor informed of potential problems or unusual events.
*(23) Respond to inquiries and concerns in a timely manner.
*(24) Follow all School Board policies, rules and regulations.
*(25) Exhibit interpersonal skills to work as an effective team member.
*(26) Demonstrate support for the School District and its goals and priorities.
*(27) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**
Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

*Job Description Supplement No. 03*

*Essential Performance Responsibilities*