

# Appendix C Colusa Unified School District Job Description

**Title:** Bilingual Para-Educator (Title III)\*

**Class:** IV

**Basic Function:**

Under the supervision of an administrator and general direction of a classroom teacher, assists the teacher in the education of English Language Learner (ELL) students including management of student behavior; recordkeeping; instructional assistance; classroom safety, security and organization; and interaction. A key function of this position is communication with students, support staff, parents/guardians, and agencies. Depending on the site assignment within Colusa Unified School District duties may vary.

**Representative Duties:**

**Classroom & Academic Support: Primary Duties**

- After initial instruction by teacher, provides one-on-one and small group instruction to ELL students in academic or career technical areas, and may assist other students as needed with academic support.
- Assists the teacher by working with Title III eligible students in need of academic support.
- Assists ELL students in peer communication.
- Supervises ELL students in class setting as directed by teacher or other staff.
- Administers and corrects ELL student assessments and translates instructions as needed.
- Assists ELL students in using computers.
- May accompany, translate and supervise ELL students during field trips.
- Models appropriate behavior for students.
- Adapts materials to meet specific needs and learning styles of the ELL student.
- Supports classroom activities during the course of the instructional day to maintain a controlled and safe environment for students and staff.
- Supervises students during activities to ensure rules are followed and activities are appropriate.
- Administer and score, under the supervision of the Principal and Reading Specialist, student assessments such as BPST, HFW, ELPAC, and Reading Fluency, etc.

**Student Safety and Behavioral Management: Secondary Expectations**

- Observes student behavior and maintains awareness of students' activities/actions including assessing to anticipate potential problems.
- Communicates rules, expectations and consequences to the students.
- Implements student discipline plan.
- Enforces dress code as needed.
- Assesses crisis situations and intervenes to defuse situations using conflict resolution, crisis intervention, or assisting staff as appropriate.
- Maintains awareness of fire drill procedures, lockdown procedures, earthquake preparation and emergency contingency plan.

- Attends trainings regarding safety/security and behavior management as requested. Assists students to correct buses or parental pick-up locations.
- Setup and cleanup of the classroom or instructional space for group instruction, projects, and activities.
- Completes incident reports for both positive or negative circumstances.
- Corrects completed work assignments and may record grades.
- Assists the teacher in ordering and maintaining classroom supplies, equipment, and materials.
- Maintains awareness of physical and emotional changes in students and reports concerns to teacher or child protection services if appropriate.

**Ability to:**

- Operate standard office and classroom equipment.
- Provide first aid/cardiopulmonary resuscitation (CPR) as needed when properly certified.
- Communicate in English and Spanish with students, parents/guardians, instructional and support staff as directed by the administrator or classroom teacher.
- Develop and maintains a professional rapport with classroom teacher and other program staff.
- Demonstrate sensitivity to needs of students, staff, and parents/guardians.
- Maintains confidentiality of information regarding students.
- Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms in both English and Spanish with diverse populations.
- Follow instructions with a minimum of direction, and give clear directions.
- Work independently and make decisions within the framework of established guidelines
- Adapt to individual needs of teachers and students and work with interruptions
- Accept, understand, and relate to ELL students including those who have behavioral, emotional, learning, or physical disabilities

**Knowledge of:**

Basic reading, writing, and math.

Basic computer, clerical and record keeping procedures

General needs of students who are English Language Learners

The needs and challenges of ELL students and parents.

**EMPLOYMENT STANDARDS**

**Education, Experience & Employment Requirements:**

Possession of a high school diploma or equivalent.

Ability to speak and write Spanish is required.

Any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children.

Experience working with English Language Learners is highly desirable.

Willingness to be trained and updated in first aid and CPR, safety/security, instructional theory and practice, and behavior management procedures

Sufficient knowledge of computers to assist students in use of computers in classroom.

Pass the Para-educator CODESP assessment or possess an AA degree from an accredited college.

**Physical Characteristics:**

Essential duties require, but are not limited to, the following physical abilities (consideration will be given to reasonable accommodation, with or without the use of aids):

- Sufficient ability to stand or sit for long periods of time and mobility to stoop, reach, move in a typical classroom
- Sufficient vision to read printed material and video display screens
- Sufficient hearing to hear normal and telephone conversations
- Sufficient capability to speak in an understandable voice with sufficient volume to be heard in normal conversations
- Sufficient manual dexterity to use telephone and office equipment
- Sufficient strength to perform lifting requirement of specific assignment including lifting of items up to 25 lbs.

**Working Attire:**

School appropriate attire is required.

\* Title III designation applies to those individuals paid out of Federal Title III funds.

Date ratified by CSEA: 3/21/18  
Date approved by CUSD: 4/10/18