

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

**JOB TITLE: ELL PARA-PROFESSIONAL**

**SUPERVISOR:** ELL Endorsed Teacher Supervisor and/or ELL Endorsed Principal

**PAYMENT RATE:** According to Board Policy

**CLASSIFICATION:** Non-Exempt

**QUALIFICATIONS:**

1. High School diploma or equivalent.
2. Completes one of the following:
  - a. Two years of study at an institution of higher education (48 college hours)
  - b. Has an associates or bachelors degree
3. Maintains current TB testing as required by Health Department regulations
4. Being able to speak a foreign language is helpful, but not necessary for this position.

**ESSENTIAL FUNCTIONS:**

1. Adapts classroom activities, assignments and/or materials under the close direction of the ELL Endorsed Supervisor for the purpose of supporting and reinforcing the ELL State Standards and their Language Educational Plan (LEP).
2. Administers tests, homework, make-up work, etc. for the purpose of supporting the ELL student and their LEP.
3. Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
4. Communicates with supervising ELL endorsed staff and professional support personnel for the purpose of assisting in the evaluation process and following the ELL student's LEP. This ELL Para-professional and ELL Endorsed Supervisor's weekly communication will be documented in a written log with the times of the meetings, learning plans and goals discussed, and signatures from both. This weekly log will be submitted to the state auditor at audit time.
5. Assists the ELL Supervisor in maintaining instructional materials and/or manual and electronic files/records for the purpose of facilitating instruction; recording student information; and/or meeting mandated requirements.
6. Provides, under the supervision of ELL teacher and/or classroom teacher, instruction to students in a variety of individual and group activities for the purpose of reinforcing instructional objectives; implementing individual learning plans; and ensuring students' success in school.
7. Demonstrates dependability, promptness, and regular attendance in assigned buildings(s) in order to establish consistent routines, promote teamwork, and guarantee instructional continuity.
8. Maintains a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional working environment.
9. Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Demonstrates required mobility, agility and dexterity to work with students.
2. Ability to move, lift, pull or push objects.
3. Remains attentive, flexible, and understanding to the cultural diversity needs of the ELL students while working in noisy, crowded environments with numerous interruptions.
4. Requires regular attendance and physical presence at the job.

**TERMS OF EMPLOYMENT:** At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:** 5/13/2013