

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: PARAEDUCATOR II-BILINGUAL****BASIC FUNCTION:**

Under the direction of an administrator, assist a certificated teacher by providing primary language support and translating for individuals or small groups of English Learner students in a classroom environment; assist in the preparation of instructional materials and implementation of lesson plans; serve as an interpreter for parent conferences, meetings and telephone calls; perform routine clerical and supportive tasks for instructional personnel.

DISTINGUISHING CHARACTERISTICS

Paraeducator – Bilingual are responsible for reinforcing instruction to individual and small groups of English-Learner students. Work assigned to a Paraeducator – Bilingual requires knowledge of subject areas applicable to an area of assignment and the ability to provide instruction in English and in a designated language.

Paraeducator– Bilingual are distinguished from Paraeducator I in that incumbents in the former class are assigned to work with students that are identified as an English Learner and/or are required to demonstrate proficient bilingual and biliterate skills in an Immersion or Dual Immersion setting.

ESSENTIAL DUTIES:

- Assist a certificated teacher in providing instruction to individuals or small groups of English Learner students and with the presentation of learning materials by interpreting and translating written materials and oral lectures in a classroom environment.
- Reinforce instruction and learning activities for individual or small groups of English Learner students; assist with language development and instruction and learning activities as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; collect and distribute assignments and instructional materials.
- Assist in the preparation of instructional materials and implementation of lesson plans.
- Assists with translating and explaining lessons and assignments to students in their primary language; translates school and class documents and materials for parents and students; translates for parents and teachers during conferences and meetings.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain a variety of logs, records and files.
- Communicate with students in English and a second designated language to facilitate instruction; assist students in developing proficiency in the areas of reading, writing, listening and speaking.
- Assist in shaping student's behavior, development of appropriate social and adaptive behaviors through positive reinforcement and other strategies.
- Communicate with teachers, parents and school personnel to coordinate activities, discuss student progress or student needs.
- May assist in supporting the site character development plan.
- Perform a variety of clerical duties in support of classroom activities such as preparing, word processing, and filing instructional materials; maintain a variety of student notebooks, logs and files, including confidential student records, charts and other related

information.

- Assist students in completing assignments and projects; explain and clarify instructional concepts; support student understanding of classroom rules and procedures.
- Assist in administering various test/assessment components, record results; prepare reports and documentation.
- Assist students in the operation of a variety of instructional technology.
- Assist with student supervision.
- Attend and participate in staff meetings and in-service training as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Basic concepts of child growth and development, developmental behavior characteristics.

Basic subjects taught in all content areas.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students with bilingual/bicultural instructional needs.

Student behavioral management strategies and techniques.

Basic instructional methods and techniques.

Applicable Education laws, codes, rules and regulations.

Social, behavioral, and academic needs of students with special learning needs.

Demonstrate a patient, receptive, and empathetic attitude towards students.

Maintain records and confidentiality of student information.

Assist students with feeding, dressing, toileting, diapering and grooming.

District organization, operations, regulations, policies and objectives related to position.

Communicate effectively both orally and in writing In English and a designated second language.

Operation of a variety of office equipment including a computer and software.

Assist with instruction and related activities in a classroom or learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Assist in the preparation of instructional materials and implementation of lesson plans.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Monitor student behavior according to approved policies and procedures.

Observe health and safety regulations.

Explain and interpret assignment directions to students.

Meet schedules and timelines.

Perform accurate mathematical calculations.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and sufficient training and experience to demonstrate the knowledge and abilities listed and one (1) year of related experience.

LICENSES AND OTHER REQUIREMENTS:

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos. Pass proficiency exam in a language other than English.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

Hear and speak to exchange information.

See to read a variety of materials and monitor student activities.

Lift, carry, push or pull objects weighing up to 30 pounds.