



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Paraeducator – Bilingual

Established date: 7/1/1999

Revision date: 4/12/2017

GENERAL PURPOSE

Under immediate supervision, assists in conducting positive learning experiences for students in assigned areas of study; assists in the instruction of students in English and a designated second language with emphasis on oral and written language skills; performs a variety of clerical and supportive tasks for certified instructional personnel; learns and applies individual and general classroom and instructional procedures; oversees students and performs related work as assigned. This position is directly responsible to the Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists instructional personnel with the development and reinforcement of learning materials and instructional exercises.
2. Tutors students individually or in small groups to follow-up and reinforce learning activities.
3. Interprets and translates for limited English speaking students and parents.
4. Performs a variety of clerical duties, which may include filing, typing, duplication of materials, correcting student work and/or recording of student grades.
5. Monitors student assessment/testing in a second language and scores tests as directed.
6. Assists with special instructional programs such as Project Read; motor skills development; etc.
7. Assists instructional personnel with classroom management.
8. Oversees and supervises students during classroom activities, in library and on field trips, and/or during play or physical exercise.
9. Assists in the development of a variety of instructional materials.
10. Assists in preparing displays, bulletin boards and maintaining room environment.
11. Operates a variety of instructional media, computers, office machines and equipment.
12. Maintains records of materials and equipment as directed.
13. Confers with instructional personnel and provides input regarding student progress.
14. Performs related duties as assigned.
15. Participates in district inservices, workshops, and/or seminars as directed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General concepts of child growth and development and child behavior characteristics.
2. Techniques used in controlling and motivating students.
3. English usage, punctuation, spelling, grammar and math with usage in a designated second language.
4. Routine record keeping.
5. Specific subject area content as required in position assignment.
6. Basic First Aid.

Ability to:

1. Assume responsibility for the supervision of students.
2. Learn and utilize basic methods and procedures to be followed in instructional setting.
3. Perform routine clerical work and basic arithmetical calculations.
4. Demonstrate an understanding, patient, warm and receptive attitude toward children.
5. Understand and carry out oral and written instructions.
6. Maintain cooperative working relationships with students, staff, parents and the general public.

7. Provide skill as a positive role model in English and a designated second language in both oral and written form.
8. Demonstrate proficiency in English and a designated second language both orally and in writing.

Education, Training, and experience:

Any combination of training and experience that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be: equivalent to completion of high school graduation is desirable with a designated second language; good general background and work history; or any combination of training and experience that could likely provide the desired knowledge and abilities. Minimal word processing and computer proficiency is desirable.

Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services.

Licenses; Certificates; Special Requirements:

- Completion of fingerprinting is required prior to the first day of work.
- Pass the District's adopted Proficiency Examination with a satisfactory score of seventy percent (70%) or higher. (Education Code 45344.5)
- Incumbents are designated as "Child Care Custodians". (Penal Code 11165.5)
- Meet District proficiency in English and a designated second language.

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

This position classification performs light work that involves sitting a portion of the time, may require lifting up to fifty (50) pounds, pushing and/or pulling of objects, and walking and standing for extended periods.

Positions in this class require mobility to stand, stoop, reach and bend and dexterity of hands to grasp and manipulate small objects.

Mental Demands:

This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

WORK ENVIRONMENT

The noise level in this work environment is usually moderate to loud at an acceptable level.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing