

Evergreen Union School District
JOB POSTING

ENGLISH LEARNER PARAPROFESSIONAL

CLASSIFIED CSEA POSITION

Evergreen Union School District has an immediate opening for an English Learner Paraprofessional. Position is part time, 8:00 am to 1:30 pm, 5.50 hours per day, Monday through Friday, 180 school days per year. Extra duty required periodically, outside the student school day. Depending on experience, starting pay is \$15.60 to \$18.69 per hour.

English Learner Paraprofessional: Ability to speak, read, and write in Spanish; translate into Spanish; tutor individual and/or small groups of students; identify, contact and attain the support of school resources. Paraprofessional for the English Learner (EL) Program supports English Learner students in becoming fluent in English. Also provides necessary support to English Learner student families. See Job Description for detail.

Education Requirements: AA degree or two years college and/or passing grade on state/local assessment or Paraeducator Certification. First Aid and CPR training required.


Please see attached job description and salary schedule.

To be considered for this position, please apply through www.edjoin.org. With your application, please include your resume and a copy of your Paraeducator certificate or transcripts.

Position will remain open until filled.

12/17/2021

EVERGREEN UNION SCHOOL DISTRICT
19500 Learning Way
Cottonwood, CA 96022
530/347-3411

Reviewed/Approved:

HR _____
Supt. _____

EVERGREEN UNION SCHOOL DISTRICT
Job Description

Job Title:	ENGLISH LEARNER PARAPROFESSIONAL
Salary Schedule:	CSEA Classified
Division:	Classified
Department:	Instructional Aide
Location:	School Sites (Bend, Evergreen Elementary, Evergreen Middle)
Reports To:	Site Principal
Approved By:	Board of Trustees
Board Approval:	

SUMMARY:

Under the supervision of the respective Site Principal, the Evergreen Union School District Paraprofessional for the English Learner (EL) Program supports English Learner students in becoming fluent in English. They also provide necessary support to English Learner students and families in the areas noted below as directed by the site administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The job tasks may vary due to the individuality of students and makeup of the specific grade-level program. The duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed and are in alignment with the EUSD goals for the EL Program (as noted in the EUSD Master Plan).

- Establishes relationships with English Learner students and their families to improve communication and provide information regarding policies, programs, and support.
- Communicates as necessary with English Learner parents/guardians to ensure that an ongoing partnership between the home and school is formed, and language and cultural barriers are removed.
 - Provides translation for school and parent/guardian meetings; from individual meetings with families and teachers to the English Learner Advisory Committee meetings.
 - Responds to inquiries from callers and visitors and provides information, as requested.
- Enters into a helping relationship with the student under the supervisor's direction to foster learning in an atmosphere of acceptance.
- Provides instructional support for all English Learner students to ensure meaningful access to the curriculum.
- Assists "At Risk of Becoming a Long Term English Learner" and "Long Term English Learner" students to ensure adequate progress.
- Assists Newcomer English learner students as they transition into our school system.

- Assists certificated staff by reinforcing instructions and providing support in the primary language and in English Language Development (Integrated and/or Designated Instructional Supports).
- May work one-on-one with students in collaboration with the classroom teacher. (Small groups can be non-target groups if the assistant's presence allows for direct instruction of the target population.)
- Interacts with students in their activities, encouraging performance, observing progress, and sharing observations with teachers.
- Encourages students to develop and exemplify the EUSD Expectations.
- Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment; actively works with pupils during an activity and assists with clean-up after an activity.
- Prepares and/or displays instructional materials accurately, neatly, and in a visually pleasing manner.
- Assists in the grading and correction of work activities and maintenance of required records and other paperwork requirements.
- Assists in administering a variety of tests (e.g. ELPAC, SBAC, iReady, etc.).
- Maintains confidentiality of student information.
- Schedules and organizes meetings/appointments.
- Understands the components of the EUSD Master Plan, including the Initial Identification and Assessment, Instructional Programs, and Reclassification and Academic Progress Monitoring of English Learners.
- Participates in lesson and program planning, staff meetings, conferences and required training.
- Performs other duties as assigned, requiring essentially the same effort, skills, and responsibilities when work requirements are changed or modified.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE of the Evergreen Union School District policies, protocols, and expectations.

SKILLS to speak, read, and write in Spanish; translate into Spanish; tutor individual and/or small groups of students; identify, contact and attain the support of school resources.

ABILITIES to gain trust and confidence of individual students and their families to promote, reassure and encourage parent/guardian participation and attendance in school and community activities; motivate and stress the importance of education, self-esteem,

positive behavior and regular school attendance to students; adapt to changing work priorities; communicate with diverse groups including those with varying levels of education and language levels; maintain confidentiality; set priorities; meet deadlines and schedules; work with little direction; work as part of a team; understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds; maintain consistent, punctual and regular attendance.

EDUCATION AND/OR EXPERIENCE:

AA degree or two years college and/or passing grade on state/local assessment or Paraeducator Certification. First aid and CPR training required. Ability to speak, read, and write in Spanish; translate into Spanish; tutor individual and/or small groups of students; identify, contact and attain the support of school resources.

MATHEMATICAL AND LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, procedure manuals and memos. Basic Math, Language and Communication skills.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Possess Instructional Aide Proficiency Exam Certificate or Paraeducator Certificate. First Aid / CPR training is required.

OTHER SKILLS AND ABILITIES:

Ability to interact with staff, students, parents, and others in an open, friendly, businesslike manner. Ability to demonstrate an understanding, patient and receptive attitude towards students of varied age groups; appropriately manage students behavior and guide student toward more acceptable social behaviors; communicate effectively in oral and written form; perform routine clerical tasks and operate a variety of educational and office related machines and equipment; learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training and educational environment; understand and carry out oral and written directions; and, establish and maintain cooperative working relationships with children and adults.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear;

and taste or smell. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**EVERGREEN UNION SCHOOL DISTRICT
CSEA CLASSIFIED SALARY SCHEDULE
2020-2021**

STEPS	1	2	3	4	5	6-9	10-14	15-19	20-24	25-
Class										
1	15.00	15.15	15.30	15.45	15.60	15.75	16.11	16.91	17.83	18.69
2	15.15	15.30	15.45	15.60	15.75	16.11	16.91	17.83	18.69	19.65
3	15.30	15.45	15.60	15.75	16.11	16.91	17.83	18.69	19.65	20.64
4	15.45	15.60	15.75	16.11	16.91	17.83	18.69	19.65	20.64	21.66
5	15.60	15.75	16.11	16.91	17.83	18.69	19.65	20.64	21.66	22.72
6	15.75	16.11	16.91	17.83	18.69	19.65	20.64	21.66	22.72	23.81
7	16.11	16.91	17.83	18.69	19.65	20.64	21.66	22.72	23.81	25.01
8	16.91	17.83	18.69	19.65	20.64	21.66	22.72	23.81	25.01	26.25

Board Approved: December 14, 2021

Classifications	Class	Class	Class
Paraprofessional I			1
Paraprofessional II			2
Paraprofessional III, Special Needs Assistant I, CDS Paraprofessional I			3
Paraprofessional IV, Special Needs Assistant II, CDS Paraprofessional II			4
Paraprofessional V, Special Needs Assistant III, CDS Paraprofessional III, EL Paraprofessional Yard Supervisor			5
Special Needs Assistant IV, CDS Paraprofessional IV, Library Assistant, Supply/Photo Technician			6
Special Needs Assistant V, CDS Paraprofessional V, Attendance Clerk/Secretary Assistant/Health Aide CNA/Health Aide, Technology Assistant			7
Library Clerk, Yard Supervisor LEAD			8