

**FALLBROOK UNION HIGH SCHOOL DISTRICT
PARAPROFESSIONAL I/BILINGUAL
Position Description**

BASIC FUNCTION:

To serve as a Bilingual Aide to teacher, to assist teachers at various school sites in the instruction of limited-English proficient students, to promote cross-cultural understanding, and facilitate learning. To perform clerical and paraprofessional duties both outside and in the classroom and to do other related work as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Performs a wide variety of routine clerical and record-keeping activities, testing, correcting assignments and completing forms.
- Assist the teacher with instruction based on teacher's direction and explanation of students' academic needs.
- Assist the teacher with parent communications and correspondence.
- Assist teachers in the supervision of students during the school day.
- To provide assistance to the teachers of Limited English Proficient students in paraprofessional duties as assigned; and to perform related duties as required.
- Perform interpreter duties; translate school materials, correspondence and documents.
- Administer, score and record test scores for students in the program.
- Operate standard office equipment.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern office practices and procedures
- Ways to work effectively with English Language Learners
- General needs and behavior patterns of English Language Learners
- Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary
- Appropriate handling of confidential and sensitive materials and issues
- Operation of a computer and assigned office equipment

Ability to:

- Speak clearly and distinctly both in English and Spanish
- Read and write in English and Spanish using proper grammar and spelling
- Understand instructions and questions
- Provide information and assistance to others according to established guidelines in both English and Spanish
- Work with students on a one-to-one basis or in small groups
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment

Experience and Education Required: High School Diploma and equivalent of two years of college. Experience working with high school students.

Physical Requirements:

- Hearing and speaking to exchange information in person and on the telephone
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate a computer keyboard
- Driving from one school site to another

WORK ENVIRONMENT:

Classroom and field environment; travel between various classrooms and school sites.

SUPERVISOR: EL Coordinator/Principal/Designee
SALARY: RANGE 10 of Current Classified Salary Schedule
OVERTIME STATUS: Non-Exempt