

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE: ELL Paraeducator

GENERAL DESCRIPTION: The ELL Paraeducator works in cooperation with ELL teacher, classroom teachers, and other pertinent personnel to assist non-English speaking or limited English speaking students in developing oral and written communication skills.

WAGE CATEGORY: Grades 1-5, according to education. Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

REPORTS TO: Building Principals and ELL Teacher

EVALUATION: Performance in this position will be evaluated annually, in person and in writing, by the Building Administrators in collaboration with the ELL Teacher consistent with the process described in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

QUALIFICATIONS:

1. Educational background in multicultural issues and languages/cultures.
2. Experience in teaching English as a Second Language.
3. Personal qualities necessary to work with both students and other adults.
4. Previous experience and/or ability working with children or adolescents.
5. Commitment to the School District's mission and Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

1. Communicate with ELL teacher and classroom teachers regarding student needs and instructional plans.
2. Work with students individually or in small groups.
3. Conduct activities which promote effective listening, speaking, reading, or writing skills.
4. Assist students in learning content according to their readiness levels.
5. Provide activities and experiences to help students adapt to American culture.
6. Prepare students to master both basic and higher order thinking skills.
7. Perform other tasks as assigned by building principals and/or the ELL Teacher.

WORKING CONDITIONS

- Noise level in work environment is quiet to moderate
- Occasionally exposed to outside weather conditions

PHYSICAL DEMANDS

- Frequently required to stand, walk and sit
- Regularly required to see, talk and hear
- Regularly required to use hands to finger, handle or feel
- Regularly required to handle stressful situations and resolve conflicts
- Occasionally required to reach with hands and arms, climb steps; stoop, kneel or crouch

- Occasionally lift, carry, move and/or restrain school aged students
- Occasionally required to drive

Last Updated 10/22/09