

# MERIDIAN SCHOOL DISTRICT

## JOB DESCRIPTION

### BILINGUAL PARAEDUCATOR (NCLB Certification Required)

#### **JOB SUMMARY**

Depending upon individual assignment to general or special education classrooms, learning support centers, preschool and/or alternative classroom placement or communication remediation, the Bilingual Paraeducator may perform all or a combination of the Essential Duties and Responsibilities.

Employees may be transferred or reassigned to other Bilingual Paraeducator positions or locations, depending upon the needs of the district. This position is represented by the Meridian Classified Employees Association (MCEA) and is in the Paraeducator classification.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

High school diploma or equivalent; must meet or exceed ESEA requirements at the time of hire as follows:

- 2 years of college (72 quarter credits) with official transcript(s); or
- AA Degree or higher; or
- Pass state approved test; or
- Pass portfolio assessment

Tutorial experience desirable; proficiency in designated academic subjects preferred in some positions.

##### **Licenses and Special Requirements**

Speaks, writes and reads foreign language and English fluently.

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; depending on assignment, valid Washington State driver's license, district Type 2 drivers certificate, CPR & first aid cards may be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Uses foreign language and English fluently with students and families as needed to perform essential duties and responsibilities.
2. Tutors students individually or in small groups in a variety of learning activities to promote student understanding of materials presented. Provides encouragement, reinforcement and achievement of educational objectives and goals defined by certificated teacher(s). May administer and supervise tests or other measurements.
3. Communicates with teachers(s) concerning individual student progress; adjusts methods to meet the needs of a wide variety of students; consults with certificated staff concerning remediation or enrichment activities.
4. Assists teacher in maintaining records, logs, charts, assignments and other records for assessment of student progress. May correct, score or grade tests, papers and assignments according to guidelines or instructions; may schedule appointments; may set up and run machines.
5. Monitors student behavior in classrooms, playground, halls, at lunch or breaks, at bus boarding areas, on field trips, at vocational work sites, and at other sites as assigned to promote safe and appropriate student behavior. Models appropriate behavior. Corrects behaviors and maintains discipline according to established policies and procedures. Instruct students in behavioral rules and codes for student safety, socialization and individual growth.
6. Assists students with the mastery of interpersonal and personal skills; listens to student confidences and refers problems to teachers, counselors, specialists or administrators as appropriate.
7. Establishes and maintains effective communication with students, staff, parents and the public, for student progress and safety and community relations.
8. Provides first aid to injured or ill students as appropriate; may track and dispense authorized student medication as required.
9. Locates, develops and/or modifies materials for student use, enrichment activities and special projects.
10. Prepares, processes, duplicates, collates and distributes materials; operates a variety of office equipment.
11. Maintains physical appearance of classroom, hallways and other assigned areas; maintains, assembles and stores equipment as assigned; maintains supplies as assigned.

12. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.
13. Respects confidentiality of information.
14. Performs other duties as assigned.

### **CONDITIONS**

The preceding list of essential duties and responsibilities is not exhaustive and may be supplemented as necessary. Foreign Language Translation duties fall under the Foreign Language Translator Assignment in the Professional-Technical Classification.

### **MENTAL DEMANDS**

Requires ability to read and write sufficiently to follow written instructions, understand classroom instructional materials, complete written reports, records, etc.; requires basic math skills; experience frequent interruptions; requires dealing with a wide range of student behaviors and academic abilities, or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations in a classroom setting and when working with students with special needs; may be required to calm distraught, angry or hostile students; requires adaptability and flexibility to different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills.

### **PHYSICAL DEMANDS**

Requires standing for prolonged periods; may be exposed to infectious diseases carried by students; exposed to student noise level; may require lifting and positioning equipment, books and supplies with extensive wrist, arm movement flexibility, twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighting up to ten pounds constantly, must be able to assist in the lifting of 25 lbs. – assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; occasional prolonged exposure to visual display terminal; may require restraining out of control students;. Event supervision may require working outdoors in inclement weather. Depending upon assignment and prerequisite trainings, may require application of physical restraint techniques, may require assisting students with physical activities.

*The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) Kurt Harvill, Director of Personnel, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.*

*The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.*