

BALTIMORE CITY PUBLIC SCHOOLS

JOB TITLE: Paraeducator -ESOL
DIVISION: Various
DEPARTMENT: ESOL
DATE DEVELOPED: 8/20/05
REVISION DATES: 2/1/2010; 11/28/11; 5/22/12; 9/4/12
12/12/13, 1/5/17

JOB CODE:
AFFILIATION:
GRADE:
OVERTIME STATUS:

REPORTS TO: School Administrator or City Schools Official
SUPERVISOR'S SUPERIOR: School Administrator or City Schools Official
POSITIONS SUPERVISED: None

JOB SUMMARY

Performs a variety of routine school-based support and pupil contact duties related to supporting English learner students and emerging bilingual families within the Baltimore City Public School System (City Schools) by assisting teachers, administrators, and other designated professionals in both instructional and non-instructional activities in support of English for Speakers of Other Languages (ESOL) students and programs. Assists in planning and providing interpretations, leading parent meetings, and limited informal translations. Works with ESOL students individually and in small groups, following the direction of the assigned teacher. Assists in coordinating activities, events, and meetings for emerging bilingual families.

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Graduation from high school or possession of a high school equivalency certificate.
- Satisfactory Parapro assessment results or 48 credits from an accredited college or university.
- Knowledge and competency in in both English and at least one other language, including the application of spelling, punctuation, and grammar rules of the language(s) spoken and written.
- Work with students and performing job duties in accordance with City Schools policies, procedures and general practice; maintaining records related to family communication; working with and providing a broad range of assistance to administrators, instructional staff and other school personnel.
- Ability to cultivate and maintain positive interpersonal relationships with colleagues, students, and families.
- Ability to handle all family, staff, and community interpretations in a professional and confidential manner.
- Ability to maintain clerical and student records.
- Ability to perform instructional tasks under the guidance and supervision of a teacher.

PERFORMANCE RESPONSIBILITIES: ESSENTIAL FUNCTIONS

- Performs instructional support tasks.
- May assist ESOL teachers in creating support materials for lessons and activities and skill reinforcement activities under the guidance and direction of a teacher.
- Treat all family, staff, and community interpretations in a professional and confidential manner.
- Cultivate and maintain positive interpersonal relationships with colleagues, students, and families.
- Support school staff with interpreting a variety of meetings and interactions with emerging bilingual families.
- Assist school staff by performing duties which require interactions with students and families who speak other languages.
- Assist in establishing and maintaining communication between the school, home, and community that support English learners or emerging bilingual families.
- Assist in organizing, conducting workshops and meetings for parents.

