

## NOVATO UNIFIED SCHOOL DISTRICT

**TITLE: PARAEDUCATOR - MULTILINGUAL LEARNER**

**SALARY: RANGE 28 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of an assigned administrator, provide a range of instructional services within a well-defined framework of policies and procedures within varied educational environments which may include specific classrooms, learning centers, vocational programs, the community and/or other instructional facilities. Other duties may be assigned, including clerical tasks. Provide interpretation and translation for students in their native language. Direct supervision is provided by the Principal, Assistant Principal, or administrative designee at the assigned school. General direction may be provided by certificated staff and/or the Director of Special Education.

### **DISTINGUISHING CHARACTERISTICS:**

The Paraeducator - Multilingual Learner assists teachers, specialists and staff in the instruction, supervision and training of Multilingual students (Pre-Kindergarten through Grade 12).

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Provide verbal interpretation and written translation for English Learner students
- Assist students in the areas of classroom assignments, assist with classroom management, exercises, and tests under the direction of a certificated instructor or other certificated or administrative personnel
- Deliver instruction in small groups as guided by the classroom teacher
- Perform a variety of clerical tasks, including typing, making copies, collating, gathering resource information/materials, filing, answering phones, taking and relaying messages, word processing, preparing adapted materials (Moved from “Ability”)
- Assist teachers in communicating with students and families – both verbally and in writing
- Encourage student toward increased independence and self-reliance
- Develop rapport with all students, being fair, consistent, and respectful
- Observe students' mental and physical health; report any potential problems to instructor
- Maintain confidentiality of individual student and school-related information
- Establish and maintain cooperative working relationships with those contacted during performance of job duties

- Take appropriate action in emergency situations, following procedures in a calm, reasonable manner
- Assist in the supervision of students' classroom, playground, and before and after school activities
- Assist in the arrangement of field trips; accompany class on field trips; assist in the supervision of class on field trips
- Recognize the cultural and linguistic wealth of each child, stimulate, and solicit student interest, input, and participation to the fullest extent possible
- Act as liaison between students and teachers to facilitate strong lines of communication and understanding of content and expectations
- Attend in-service training as required
- Perform related duties as required

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Standard office machines, i.e. fax, network printers, and scanners; Computers
- Standard English usage, spelling, grammar and punctuation.
- Basic First Aid and CPR procedures and techniques
- Bilingual (Spanish or other needed language)

### **ABILITY TO:**

- Assist in directed instruction, including:
- Vocational skills and work-related tasks
- Academics: reading, writing, math concepts
- Motor skills; physical education, body awareness
- Speech/language: communication skills
- Leisure/recreation: recess, games, outings, breaks
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines (Moved from "Duties")
- Assist in maintaining an effective learning environment through student supervision, classroom management, and student discipline; follow student's IEP if required
- Communicate effectively in both oral and written form (Moved from "Duties")
- Contribute relevant feedback/information on student progress through observation, interaction, and maintaining accurate records
- Report potential needs or difficulties to teacher
- Work independently as necessary
- Obtain basic first aid and CPR certifications
- Meet educational requirements within 90 days in the position (via proficiency test or completion of 48 college units or Associate's degree)

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by Math coursework in high school or post-secondary through Algebra 2 or Integrated Math III (IM3). One year of experience performing duties of a comparable nature is desirable. Curricular

interventions, or willingness to be trained in curricular interventions such as Response to Intervention techniques and/or classroom management

**OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance
- TB clearance

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom environment

**PHYSICAL DEMANDS:**

- Pushing children in wheelchairs as assigned by the position
- Dexterity of hands and fingers to operate standard office and classroom equipment
- Seeing to read a variety of materials and monitor student activities
- Hearing and speaking to exchange information in person or on the telephone
- Sitting or standing for extended periods of time
- Bending, crouching, kneeling and stooping to reach materials and assist students
- Reaching overhead and horizontally to retrieve and store files and supplies

**POTENTIAL HAZARDS:**

- Potential exposure to/direct contact with bodily fluids/bloodborne pathogens

***Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.***

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org***