

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PARAPROFESSIONAL, ESOL Instructional

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma, plus one of the following qualifications:
- Complete at least two years of study at an accredited institution of higher education (i.e., community college, college or university) **OR**
- Obtain an Associate's (or higher) degree **OR**
- Meet a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics or reading readiness and mathematics readiness, as appropriate.

*Note: (AFT certified **AND** High School Diploma or equivalence or Florida Special Diploma per grandfather provision prior to July 1, 2010 for Non Title I designation.)*

#### KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills.
- Bilingual proficiency in spoken and written English and another language as determined by the majority of ELL students' language at the school site. (Spanish is the majority language at most sites.)
- Ability to work effectively with children and adults.
- Sensitivity to the special needs of language minority students.
- Computer data entry experience preferred.

#### SUPERVISION

**REPORTS TO** Principal and/or Designee  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

***To assist ELL students and their teachers in the basic content area.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Assist ELL students utilizing ESOL strategies in the basic subject content area: language arts (ESOL), math, science, social studies and computer literacy.
2. \* Assist teachers with non-instructional responsibilities.
3. \* Supervise students at lunch, study time, and in other assigned areas.
4. \* Prepare materials to reinforce the regular classroom lesson under the teacher's direction.
5. \* Participate in school or contact related meetings and in-service activities involving program orientation, curriculum design, materials and evaluation procedures.
6. \* Translate home/school communication to parents on an as needed basis.
7. \* Assist teachers with instructional tasks.
8. \* Check students' work when subjective evaluation is not needed.

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9. \*Observe confidentiality of students and student records at all times.
10. \*Assist with the supervision of student during field trips, as assigned by the Principal and/or Designee.
11. Perform other duties as assigned by the Principal and/or Designee.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Computer, copier, phone, boxes and books

### PHYSICAL REQUIREMENTS

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

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## TERMS OF EMPLOYMENT

### TITLE I

#### **PAY GRADE**

**C-A1-196 \$16,636 - \$29,544**

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470

#### **POSITION CODES**

PeopleSoft Position Multiple  
Personnel Category 13  
EEO-5 Line 48  
Function Vary  
Survey Code 59050  
Job Code  
1980P

#### **FLSA**

Applicable  
 Not applicable      Previous Board Approval

#### **BOARD APPROVED**

March 9, 2010

ADA Information Provided by EMC  
Position Description Prepared by EMC

**C-A3-188 \$15,954 - \$28,332**

District Salary Schedule  
Months 10  
Annual Days 188  
Weekly Hours 37.5  
Annual Hours 1410

PeopleSoft Position Multiple  
Personnel Category 13  
EEO-5 Line 48  
Function Vary  
Survey Code 59050  
Job Code  
19808P

### NON TITLE I

#### **PAY GRADE**

**C-A-196 \$15,680 - \$27,843**

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470

#### **POSITION CODES**

PeopleSoft Position Multiple  
Personnel Category 13  
EEO-5 Line 48  
Function Vary  
Survey Code 59050  
Job Codes  
1980/1980A

**C-A2-188 \$15,037 - \$26,707**

District Salary Schedule  
Months 10  
Annual Days 188  
Weekly Hours 37.5  
Annual Hours 1410

PeopleSoft Position Multiple  
Personnel Category 13  
EEO-5 Line 48  
Function Vary  
Survey Code 59050  
Job Code  
19808