



## Bilingual Paraprofessional *Job Description*

<b>Reports To:</b>	Special Education Program Specialist (or designee)
<b>FLSA Status:</b>	Non-Exempt
<b>School Classification:</b>	Classified
<b>Pay Schedule:</b>	Range 2
<b>Work Schedule:</b>	180 days (work days align with instructional calendar)
<b>Location:</b>	Remote and/or in-person

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**Position Summary:** *Assists in providing instruction to students in virtual and or in-person academic programs and/or other programs as assigned; monitors and reports student progress regarding behavior and performance in a reasonable, timely manner to assist students in achieving their goals.*

### ESSENTIAL DUTIES and RESPONSIBILITIES

1. Provides virtual instructional support and/or in-person instructional support to individual or small groups of students in a variety of areas including but not limited to mathematics, English language arts, science, history, life skills, cognitive, gross and fine motor skills, self help skills, academic skills, social, and behavioral needs, and community skills, electives and/or other related activities
2. Utilizes appropriate methods of instructional support to achieve goals and objectives set forth and assists in implementing practices proven to raise student achievement
3. May assist in the preparation of lessons and instructional materials for students as directed by an administrator
4. Maintains student records, as directed
5. Attends virtual and in-person school meetings as directed (e.g, Summit, regional meetings, Coffee Talks, department meetings, etc)
6. Attends in-person student events, including, but not limited to field trips, socials, and academic events, if requested
7. Serves as a substitute for online learning opportunities, when needed
8. Assists in tasks related to the duties of the department, as assigned
9. Services students during normal business hours unless prior approval has been extended by supervisor
10. Services students in-home and/or in-person, if necessary

### Other Duties:

1. Responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours

2. Documents and reports to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
3. Performs other duties as assigned

## QUALIFICATIONS GUIDE

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education & Experience:**

1. Must have or do one of the following: Earn a minimum of 48 college units or hold a college degree
2. One (1) year of experience in working with school-age children in an organized setting preferred
3. Bilingual (Spanish) Required

### **Other Qualifications:**

1. State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
2. Proof of a clear TB Tine test dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
3. Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.

### **Knowledge:**

1. Computer and technology literacy: Operate office equipment including a calculator, copier, fax machine, computer and assigned software.
2. Google docs, Google spreadsheets and other online collaboration tools to send and receive information
3. Basic arithmetic calculation

### **Skills:**

1. Conflict resolution
2. Record-keeping techniques
3. Methods of collecting and organizing data and information

### **Abilities:**

1. Embraces Sage Oak's core values

*Bilingual Paraprofessional Job Description  
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2. Maintains integrity at all times
3. Maintains developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
4. Maintains flexible and adaptable mindset
5. Demonstrates sensitivity to individual differences and cultural backgrounds
6. Maintains confidentiality of sensitive and privileged information
7. Follows established procedures and meets all established deadlines

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Hear and speak to exchange information
2. Dexterity of hands and fingers
3. See to read a variety of materials
4. Bend at the waist, kneel or crouch
5. Sit or stand for extended periods of time
6. Lifting objects up to 50 pounds with or without assistance

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Office environment, regularly operating a computer and other office equipment
2. Noise level is generally moderate
3. Meetings conducted in public and office settings
4. Indoor and outdoor in varying temperatures
5. Employee must have available transportation and be able to drive up to 100 miles in a day

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.*