

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Paraprofessional: English Language Learner - Bi-Lingual		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Building Principal/ Designee
EDUCATION:	Associate's Degree or higher, or the equivalent in college credits.	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	178 Days/Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB QUALIFICATIONS:	<p>Under direct supervision of a licensed teacher/Administrator, the ELL paraprofessional has a multitude of support responsibilities. These include but are not limited to: assisting in preparation of academic materials, working with small learning groups to support both our community of language learners in the approved curriculum, supervise individual and groups of students both in the general education classroom and ELL classrooms.</p> <p>Must be highly qualified. Two years of study at an institution of higher education with the ability to provide transcripts showing 48 completed semester credits or 72 completed quarter credits, an Associate's (or higher) degree, OR a passing score on the Praxis exam.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Follow and maintain knowledge of all district policies and procedures.
2. Assist students, individually or in groups, with lesson assignments (reading, math, writing, and language development)
3. Must possess bi-lingual skills in speaking, listening, writing and interpreting.
4. Clerical and record keeping tasks necessary to support the classroom teacher.
5. Ability to work with children, parents and school personnel. Must uphold the moral character as required of teachers.
6. Must maintain confidentiality when associated with the Klamath County School District.
7. Maintain accurate records for students within the paraprofessional's instructional group.
8. Regular attendance is an essential function of this position.
9. Attend parent- teacher conference for parent/guardian translation support.
9. Additional duties as assigned by Building Principal, teacher or designee.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				√	
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.		√			

76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				√	
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.		√			
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				√	
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.		√			
76-100 lbs.	√				
> 100 lbs.	√				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: <u>75</u> Type of Surface: (i.e. level, carpet, tile): level					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>75</u> % of the time	/ Works Outside <u>25</u> % of the time.
Temperature Extremes: Yes* (playground duty, etc.)	
Works on or around moving machinery or mechanical parts: No	

*Dependent upon seasonal weather changes.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				√	
Twist				√	
Crouch/Squat				√	
Kneel				√	
Crawl			√		
Walk-Level Surface					√
Walk-Uneven Surface				√	
Climb Steps			√		
Climb Ladder		√			
Work at Heights		√			
Reach at or Above Shoulder				√	
Reach Below Shoulder				√	
Use of Arms					√

