

ANTELOPE ELEMENTARY SCHOOL DISTRICT  
JOB DESCRIPTION  
BILINGUAL PARA EDUCATOR

---

**POSITION:** Bilingual Para Educator

**TERMS OF EMPLOYMENT:** Range 4, 10 months/year

**REPORTS TO:** Site administrator

**MINIMUM QUALIFICATIONS:**

- Must possess an instructional assistant proficiency test certificate, or an AA degree or at least 48 college units.
  - High School diploma or equivalent.
  - First Aid and CPR certification preferred.
- 

**GENERAL SUMMARY**

Under the direction of building administrators or designees, this assistant will assist with the instruction of limited English speaking students in such areas as reading, language arts, mathematics, English as a second language, and other instructional areas as needed. This assistant will not be assigned normal instructional assistant duties within a given classroom. Performs other duties directly related to this job description.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Works with individual or groups of students needing to be taught English and/or be instructed in the child's native language.
- Assists with instruction in reading, language arts, mathematics, English as a second language, social behavior, and other related areas.
- Assists in developing instructional materials for the students.
- Plans with the appropriate teacher to assure that correct methods and materials are being use.
- Advises parents or guardians of student's progress and assists by helping them to understand what agencies are available to aid them with language problems.
- Assists in compiling records and making reports, doing clerical work required for class record keeping, and operates copy machines.
- Assists in diagnosing language skills of new students deemed to be bilingual.
- Performs translations for teacher conferences and site council meeting. Translates materials.
- Contacts parents when translation is needed.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.



ANTELOPE ELEMENTARY SCHOOL DISTRICT  
JOB DESCRIPTION  
BILINGUAL PARA EDUCATOR

---

- Knowledge and skill to communicate in a language other than English in such instructional areas as reading, language arts, mathematics, English as a second language, and other instructional areas.
- Knowledge of reading, English and mathematics equivalent to graduation from high school.
- Knowledge of modern techniques used in child guidance.
- Knowledge and skill necessary to work with elementary age students, especially Spanish speaking students.
- Knowledge and skill to compile records and to operate copy machines.
- Knowledge and skill to follow both oral and written directions.
- Knowledge and skill necessary to communicate with parents, teachers, and students and to maintain cooperative working relationships with those contacted in the course of work.

**WORKING CONDITIONS**

- Light to moderate physical effort. Standing and/or walking for extended periods of time.
- Lift and move instructional materials and equipment.
- Moderate stress level.

**ENVIRONMENTAL CONDITIONS**

- Primarily indoor classroom and school environment
- Temperature- normal climate

**CONTACTS**

- Daily contact with students, teachers, school and district staff.
- Occasional contact with parents and community members

**EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.



ANTELOPE ELEMENTARY SCHOOL DISTRICT  
JOB DESCRIPTION  
BILINGUAL PARA EDUCATOR

---

**HRS Office Use Only**

Created: 1/10/2006 Revised: 6/23/2022

**APPROVED**

Print Name: TAMIRY ALARVO Title: CBO

Signature: J. Alarvo Date: 6/23/2022

*Board Approved June 23, 2022*