



10910 Clarksville Pike Ellicott City, MD 21042 410-313-6600 [www.hcpss.org](http://www.hcpss.org)

## ESOL Paraeducator

### DESCRIPTION

Working under the general supervision of the principal or assistant principal, and with direct supervision from a teacher or teachers, the ESOL Paraeducator provides assistance to students, primarily the English Language Learners (ELLs) in classes to which they are assigned. The ESOL Paraeducator assists both the ESOL and general education teacher(s) in helping ELLs acquire English in varied group formats throughout the school day. **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

### ESSENTIAL JOB FUNCTIONS

- ✓ Provides English language acquisition and academic assistance to students, one-on-one or in small groups
- ✓ Supports the preparation of instructional materials that reflect appropriate ELL modifications and accommodations
- ✓ Represents the ESOL team on school committees
- ✓ Be an integral part of the ESOL team and collaborate with classroom content teachers
- ✓ Supports supervision of and monitors students throughout the school day
- ✓ Provides clerical support for program and administration
- ✓ Performs other duties as assigned.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Ability to maintain confidentiality
- ✓ Ability to communicate clearly and concisely in both written and oral form
- ✓ Ability to act in a professional manner in all circumstances
- ✓ Knowledge of and ability to demonstrate strong human relations skills
- ✓ Ability to attend professional development sessions during the work day
- ✓ Ability to exhibit culturally proficient skills and attitudes
- ✓ Ability to provide a safe and nurturing environment
- ✓ Ability to be flexible when working with student and staff
- ✓ Ability to carry out assignments to completion
- ✓ Knowledge of technology, computers and keyboarding
- ✓ Ability to perform clerical work
- ✓ Perform other duties as assigned.

## **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

High school diploma or equivalent.

## **REQUIRED LICENSES AND CERTIFICATES**

None

## **OTHER DESIRABLE QUALIFICATIONS**

Previous experience working with children, specifically English language learners.

Eagerness to work with students of all ages, abilities, and cultural backgrounds.

Patience, initiative, and willingness to learn.

Knowledge of language other than English.

*Equal opportunity employer*

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