

ENGLISH LEARNERS (EL) PARAPROFESSIONAL

JOB DESCRIPTION METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

Performance Responsibilities:

1. Reviews student placement and progress with the classroom teacher(s), including both English Learner teacher and General Education teacher.
2. Assist in the diagnosis of each student and in the development of an appropriate instructional program.
3. Works with individual English Learner or small groups of EL students to acquire and use the English language and reinforces language skills being taught.
4. Assists in preparing lessons for each student or small group.
5. Maintains a record of progress for each individual student.
6. Monitors work activities of English Learners participating in learning in the regular classroom.
7. Participates, as requested by the classroom teacher(s), in parent conferences.
8. Provides resource materials to classroom teachers to support the instruction of English learners.
9. Uses available materials and instructional machines.
10. Participates in professional development, as assigned.
11. Assists with the evaluation of student progress and preparation of reports as assigned.
12. Compiles evaluation data and maintains up-to-date files and records on each student.
13. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of the classroom teacher.
14. Performs such other tasks and assumes such other responsibilities as the Program Coordinator and/or Chief Academic Officer may assign.