



Job Title: Paraprofessional – English Learner/Emergent Bilingual

Base Salary

\$27,500 annually, plus benefits

Report To

ESL Advisor

Hours: total 40/week

Monday - Friday; 8:30am - 4:30pm

Date Updated

June 7, 2019

Vision and Mission

Escuela Verde cultivates a community that is participatory, just, sustainable and peaceful. We live our vision through:

- Graduating high school students prepared to live happy, healthy, meaningful lives;
- Collaborating with the community to create a strong sense of place and skills to flourish without harm;
- Providing staff who model our vision and embrace education as liberation;
- Engaging urban youth by adhering to an eco-pedagogical praxis;
- Developing biliteracy and honoring linguistic and cultural identities by engaging in translanguaging practices; and
- Offering immersion opportunities for those interested in transformative education.

Job Goal

- Assist in increasing students literacy in both languages. This will be assessed using student's Reading scores (Edmentum) and ACCESS scores.
- Assist Emergent Bilingual (EB) students in project completion, with an emphasis on background research for reading comprehension to produce final product.
- Track students progress.

Performance Responsibilities

1. Assist Emergent Bilingual (EB) students in completing independent projects. Assist EB students' with project ideas in accordance to credit needs.
2. Participate in EB student project closing when available.
3. Monitor and record students independent project progress, special notes, recommendations, time/date met, etc., in a systematic way. Share with Advisor collective.
4. Monitor students' progress using Project Foundry to inform project completion.
5. Assist in proctoring standardized testing of EB students.
6. Alert student Advisor of any problem or pertinent information about an individual student academic/behavioral concerns.
7. Establish rapport with EB students.

8. Participate in Professional Development offered by EV and outside organizations pertaining to EB students.
9. Be familiar with WIDA English Development Standards to better serve EB students.
10. Perform clerical, classroom maintenance, and instructional duties as assigned by the advisor collective.
11. Perform assigned supervision of students during lunch periods, wellness time (physical education) and on field trips as needed.
12. Demonstrate ethical behavior with student information outside and inside the school environment. Confidentiality of student records.
13. Perform other such duties / assignments as directed by the Advisor collective.
14. Meet with Sped Ed. Para weekly to establish common goals in response to the overlap of students assigned to each.

Qualifications

- Required: High school diploma; Associate Degree or 2+ years of higher education
- Preferred: Bilingual (English and Spanish), Restorative Justice experience

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the Escuela Verde vision and mission.