



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED: 10/19/2022

**BILINGUAL/BILITERATE PARAPROFESSIONAL - AIDE**

**DEPARTMENT/SITE:** School Site

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 28

**WORK CALENDAR:** 204 Days

**REPORTS TO:** Site Principal or designee

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the site Principal or designee, the Bilingual/Biliterate Paraprofessional Aide provides support to the instructional program within an assigned classroom with specific responsibility for working with individual and/or small groups of students in a second language; and providing clerical support to teachers and staff. The incumbents in this classification provide the school community with bilingual/biliterate instructional support which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are among the entry-level in the series of Paraprofessional jobs. The Bilingual/Biliterate Paraprofessional – Aide provides support to the bilingual/biliterate instructional program within an assigned classroom.

This class differs from other classes of Paraprofessionals in that other classes provide assistance to teachers in specialized areas of instruction, and instruction/support for students with disabilities.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Adapts classroom activities, assignments, and preparation of materials (e.g., makes copies, cuts materials, prepares homework folders) under the direction of the supervising teacher to support and reinforce classroom objectives.
- Assists students, individually or in small groups, with lesson assignments utilizing dual languages (e.g., reads stories, listens to students read, provides writing assistance, reinforces English lessons, provides spelling practice, facilitates activities and computer learning programs) to practice and/or reinforce learning concepts and to assist students in reaching academic goals and grade level standards.
- Attends meetings and in-service presentations to acquire and/or convey information relative to job functions.
- Communicates with supervising instructional staff concerns regarding observed academic needs.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans to present and/or reinforce learning concepts.
- Maintains classroom equipment, work area, and manual files and records to ensure availability of items, provide written reference, and to provide a safe learning environment and/or meeting mandated requirements.
- Monitors and redirects behaviors of individual and/or groups of students in a variety of settings (e.g.,

classroom, playground, field trips, library, lunchroom, bus loading/unloading) to provide a safe and positive learning environment.

- Supports classroom teachers and other school personnel in dual languages and encourages compliance for participation of the implementation of curriculum and teaching methodologies; assists with student testing.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Principles of child development, instructional processes, dual language goals (Bilingualism and Biliteracy, High academic achievement and sociocultural competence)
- Guiding principles of dual language immersion (program structure, curriculum, instruction, assessment and accountability, staff quality and professional development, family and community support and resources)
- General purposes and goals of public education
- Techniques used in directing, disciplining and motivating students
- Basic recordkeeping techniques
- Classroom management techniques and playground rules
- Safety practices and procedures

#### **Skills and Abilities to:**

- Use English and a second language in both written and verbal form, use correct grammar, punctuation and spelling
- Perform basic clerical functions
- Perform basic arithmetic calculations
- Operate standard office equipment
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Actively move around play field, playground or campus for extended periods
- Understand and carry out oral and written instructions
- Maintain the confidentiality of student records
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain safe environment for students
- Establish and maintain effective working relationships with staff, students and the public

### **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

AA Degree or completion of 48 college units, or passage of the Paraprofessional Exam.

**EXPERIENCE REQUIRED:**

One (1) year of experience working with children in an organized educational setting, childcare setting, or community youth organization.

**LICENSE(S) REQUIRED:**

- None required

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Pass the District exam for bilingual/biliterate skills
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam B through District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time
- Lift or carry items such as boxes of supplies and materials up to 25 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to see/read instructional materials and to supervise students