

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Paraprofessional I - Bilingual

JOB CODE: 4269/8045

DEPARTMENT: Schools

PAY GRADE: 10 (U1)

DATE: 09/27/02

---

### BASIC OBJECTIVES

This is varied specialized educational work aiding with classroom instructional and management activities for limited English proficient students of language origin other than Spanish or Haitian Creole and for Non-Spanish speaking students participating in a bilingual school program. Work is performed under the close supervision of a certified teacher and is subject to specific detailed instructions. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

### JOB TASKS/RESPONSIBILITIES

1. Aids teacher working in the M-DCPS Bilingual Program, performing various instructional support tasks in the area of bilingual instruction.
2. Utilizes teaching or professional practices, methods and instructional aids associated with the area of bilingual education.
3. Aids teacher in providing classroom and non-school site bilingual instruction.
4. Provides directions and instructions for performing an activity or exercise, and answers or clarifies any questions pertaining to such.
5. Proctors and grades examinations and exercises.
6. Assists individual students through drills and practice sessions to acquire or strengthen previously taught concepts or skills.
7. Aids in managing students classroom conduct and behavior.
8. May carry out direct conversations in small groups.
9. May perform routine clerical tasks, such as typing and filing tests, certificates, and instructional booklets, and other instructional materials.
10. Performs related duties as required or as assigned.

### PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: climbing, sitting, standing, lifting, talking, hearing and visual acuity. The work is performed indoors but frequent travel to different work locations is required.

Job Code 4269/8045

**MINIMUM QUALIFICATION REQUIREMENTS**

1. High school diploma or equivalent certification.
2. Effective January 8, 2002, newly hired personnel must possess an Associate's degree or higher or have completed sixty (60) college semester hours at an accredited institution of higher education. Paraprofessional personnel employed prior to January 8, 2002 will be allowed to obtain the referenced requirements through January 8, 2006.
3. Acceptable native language proficiency in second language.

Prior revision date(s): 05/13/93, 02/20/01