

**Position/Job Title:** Paraprofessional/ ESL Aide  
**Location:** Mabank High School  
**Salary:** Non-exempt pay schedule  
**Funded:** 100% Title III  
**Reports to:** Principal

**Primary Purpose:** Assist teacher in preparation and management of classroom activities and administrative requirements on a Title III campus for a new language instruction educational program and academic content instruction programs for LEP and immigrant children's youth.

---

**Qualifications:**

Education/Certification:

- High School diploma or GED
- Valid Texas educational aide certificate

Special Knowledge/Skills:

- Ability to work well with children
- Ability to communicate effectively

Experience:

- Some experience working with children

**Major Responsibilities and Duties**

**Instructional support:**

- Assist teacher in providing instruction for the following federally-approved activities:
  - o Supplemental tutorials: (Title III, Part A, Activity 5 )  
Supplemental, intensified instructional classes in core content areas, (Title III, part A, Part 4, Activity 8)  
Supplemental support in parental involvement strategies including parent conferences and frequent home communication, parent outreach activities, and family literacy activities (Title III, Part A, Part 4 Activity 7)
  - o Prepare lessons that reflect accommodations for differences in student learning styles (Title III, Part A, Part 3, Activity 2 )
  - o Work cooperatively with other teachers to meet the needs of individual students
  - o Assist general education teachers with accommodations for English Language Learners (Title III, Part B, Part 4, Activity 1 )
  - o Help with inventory, care, and maintenance of equipment
  - o Help teachers keep administrative records and prepare required reports.
  - o Provide orientation and assistance to substitute teachers.

**Student Growth and Development:**

- o Assist students in analyzing and improving methods and habits of study.
- o Present a positive role model for students that supports the mission of the school district.
- o Conduct instructional exercises assigned by the teacher; work with individual students or small groups.
- o Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom and bus duty.

- Communication:**
- o Keep teachers informed of special needs or problems of individual students.
  - o Establish and maintain open lines of communication with students and their parents.
  - o Maintain a professional relationship with all colleagues, students, parents, and community members
  - o Use acceptable communication skills to present information accurately and clearly.

- Other Duties:**
- o Participate in staff development training programs to improve job performance
  - o Participate in faculty meetings and special events as assigned.
  - o Maintain time and effort as approved in the consolidated application

- Supervisory Responsibilities:**
- o None

- Equipment used:**
- o Copier, personal computer, and audiovisual equipment

- Working Conditions:**  
Mental demands/physical demands/environmental factors:
- o Maintain emotional control under stress
  - o Moderate standing, stooping, bending, and lifting

**The foregoing statements describe the general purposes and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.**

**Reviewed and agreed to by** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employee**

**Campus Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_