

OCONTO FALLS SCHOOL DISTRICT

ELL Paraprofessional

District Wide

Posting

I. Qualifications:

- Prior experience working with children in small groups and/or one-to-one settings
- Excellent Communicator
- Reliable
- Organized
- Understanding and experience with Google Suite
- Ability to read, write, and speak Spanish (Not required)

II. Essential Duties and Responsibilities:

- Working one on one and/or small groups with ELL students in the district (includes travel)
- Ability to read, understand, and help serve the Individualized Learning Plan (ILP)
- Translate verbal and written district communication to the families
- Weekly communication with teachers to identify student needs; reports progress of students to their respective teachers.
- Participates in parent/teacher conferences with families
- If needed, communicates with families during non-school day hours
- Assists teachers for the purpose of disseminating information to appropriate instructional personnel and parents.
- When applicable review and/or reinforce learning concepts.
- Prepares a variety of instructional materials for the purpose of assisting teachers in the implementation of curriculum.
- Tutors students under the direction of the teacher for the purpose of providing ongoing support for student learning..
- Assists with ACCESS testing
- Other duties as assigned

Terms of Employment: (School year position)

1. Salary to be established by the Board of Education on an annual basis.

Hours: 10-20 hours per week, exact times will fluctuate.

Salary: \$15.07 hire rate / \$16.73 post probationary

IV. Evaluation:

1. Performance of this job will be evaluated annually by the building administration/supervisor.

V. HOW TO APPLY:

The Oconto Falls School District has posted this position on WECAN. Please apply using the following [WECAN link](#). Posting #58600.

Application deadline: **Until filled**

Position start date: **As Soon As Possible.**