

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
ELL Paraprofessional	Assigned School	Teacher/ Principal
JOB SUMMARY: Responsible for tutoring ELL students in order to be academically successful under the direction of the classroom teacher in either an individual or small group setting		
QUALIFICATIONS: Requires a high school diploma or equivalent (GED) and two years of post secondary education or successful completion of the ParaPro; ability to work with staff to provide services to students with limited English language; proficiency in English required; ability to provide services to students in academic content areas; previous experience in working with limited English students or adults preferred; maintain confidentiality of student and family information as required under FERPA		
TASK NO.	DESCRIPTION WORK YEAR: Student Days plus 1 In-service Day	FREQUENCY

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| 1 | Provide supplemental instruction for identified ELL students under the direction of the ELL and classroom teacher, individually or in small group settings, in accordance with the students' individual goals and recognize achievement, effort and positive attributes of students. | 70% |
| 2 | Assist with classroom management | 10% |
| 3 | Communicate appropriately with teachers and other district staff under the supervision and direction of the teachers. | 5% |
| 4 | Supervise students as assigned | 5% |
| 5 | Assist the teacher in preparing classroom materials | 3% |
| 6 | Assist students with self-help skills | 3% |
| 7 | Attend meetings, workshops and training sessions as directed by supervisor. | 2% |
| 8 | Perform other related duties as assigned | 2% |

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE