



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Denise L. Robinson
Treasurer

Paula Crew
Superintendent

Ivan Gehret
Assistant Superintendent

ANNOUNCEMENT OF VACANCY FOR THE 2020-2021 SCHOOL YEAR

ELL (English Language Learner) Paraprofessional Donnelsville Elementary School

Posting Date

July 20, 2020

Application Deadline

Until Filled

Beginning Date

2020-2021 School year

Qualifications:	High School Diploma or equivalent; Ohio Department of Education Highly Qualified Paraprofessional requirements; Bilingual (Spanish & English) preferred; Complies with drug-free workplace rules, board policies and administrative guidelines/procedures; Must pass BCI/FBI Criminal Background Check; Demonstrates a sincere desire to aid all students; and Good health, high moral character, and good attendance.
Required Application Materials:	Letter of interest; Current Resume; District application form; List of professional references, including home, work, and cell phone numbers and relationship of the person to you; Signed criminal history check authorization form; and Signed release of employment information authorization form.

*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.
Internal applicants need only submit letter of interest and current resume.*

Mail or deliver the requested materials to: Mr. Ivan Gehret, Assistant Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-3576
Email: ivan.gehret@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

Learning for All ~ Whatever it Takes!

**TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	AIDE – ELL INTERPRETER	File 501
Reports to:	Principal, Assistant Principal, and assigned teacher	
Job Objective:	Provides interpretive services to help ELL students achieve productive learning experiences. Supports family participation in the educational process.	
Minimum Qualifications:	<ul style="list-style-type: none">• Meets mandated state and federal qualification (i.e., completion of requisite higher education credit hours/courses, approved degree, or successful passage of a sanctioned professional standards test).• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Keeps current with technology and other workplace innovations that support job functions.• Valid state department of education permit appropriate for the assignment.• Proficient in the written and spoken language required for the assignment.• Strong voicing skills including fluency in reception and expression.• Self-directed, congenial disposition, and strong diplomacy skills.• Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Helps assimilate ELL students and their families into the school environment. Facilitates home and school communications (e.g., telephone calls, meetings, written information, etc.).• Investigates and documents attendance problems as directed.• Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Works with small groups and/or individual students as directed. Seeks advice when expectations are unclear.• Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.• Supports an inclusive educational environment. Helps students participate in appropriate learning activities as directed.• Helps students with classroom activities. Reinforces materials introduced by the teacher. Maintains a positive learning environment.• Performs clerical work related to ELL assignments. Translates teaching materials.• Participates in intervention assistance team (IAT) meetings when requested.• Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).• Respects personal privacy. Maintains the confidentiality of privileged information.• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.• Upholds the student conduct code. Maintains high expectations for behavior and performance.• Works with the classroom teacher to address persistent behavior problems.• Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.• Reports suspected child abuse and/or neglect to civil authorities as required by law.• Prepares classroom equipment for use (e.g., computers, media resources, etc.).• Participates in staff meetings, conferences, and other required school activities.• Participates in staff meetings and professional growth opportunities as directed.• Strives to develop rapport and serves as a positive role model for others.• Maintains a professional appearance. Wears work attire appropriate for the position.• Performs other specific job-related duties as directed.	

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Works cooperatively to support a successful team effort.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verified and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- Averts problem situations and intervenes to resolve conflicts.
- Performs repetitive tasks quickly.
- Maintains an acceptable attendance record and is punctual.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 10/04