

## Suwannee County Schools Bilingual Paraprofessional Duties and Responsibilities

Allowable	Not Allowable
Provide native language assistance to individual and small groups of students <u>within the classroom</u> to make instruction comprehensible (translate directions, provide explanations, clarify, etc.)	Provide whole class concurrent translation as the teacher instructs a lesson
Provide small group skills instruction for student remediation or enrichment <u>within the classroom</u>	Pull students away from the teacher's instruction of the core content lesson
Approximately one hour per day may be scheduled for translating documents. (newsletters, etc.) <b>All official documents should be sent to parents in their home language, unless it is clearly not feasible</b>	
Provide supervision before school and after school to ensure student safety (This may occur only when there are no available opportunities for assisting students with classroom instruction.)	Lunch, hall, etc. duty during student learning time (Para must be working with students during any available class time.)
Provide translation for parent conferences <u>before or after school</u>	Provide translation for parent conferences/meetings during student contact time
Translate at PLC (Parent Leadership Council) meetings and school functions after normal school hours (Flextime given/approved by principal to be used within 2 weeks of event.) <b>REQUIRED: Principals should utilize their ESOL para and/or other bilingual personnel to attend all after hour parent involvement events. The para should have a sign in table where they inform ESOL parents about the event and provide opportunities for two-way communication. Overtime should not be paid. Principals should "flex-out" the hours within a week or so... For More Info – Call CMB (4624) or NMathis (4311)</b>	Piggybacking on Migrant Parent Meetings
Attend training of curriculum, instruction, and assessment alongside teachers, unless advised differently by the principal	

### Required Documentation

1. PLC Sign In Sheets – Para will submit these to CMBrinson – Interoffice Mail after each event.
2. Daily Schedule of Bilingual Para – Principal will submit this to CMBrinson by Labor Day.
3. Semi-Annual Letters of Attestation – Lila Udell will provide this in December and June