

District Refugee and Immigrant Support Paraprofessional

Purpose Statement

The Refugee and Immigrant Support Paraprofessional position will support students with refugee and immigrant backgrounds (pre-K-12) in the Menasha Joint School District. In addition, this person will serve as a liaison for parents of students with refugee and immigrant backgrounds in the MJSD, and provide coaching support and resources to principals and teachers working with our refugee and immigrant students and families in the Menasha Joint School District.

This position reports to: ELL/Bilingual and Equity Coordinator

Essential Functions:

- Serve as initial contact with student and parents in the schools, familiarizing students with their classrooms and schools prior to first day of attendance
- Work with refugee placement organizations (such as World Relief) to coordinate Good Neighbor teams for students and families
- Communicate school and district expectations with students and families
- Using a case management approach, monitor students with refugee and immigrant backgrounds for academic and social success.
- Provide direct communication with school and district staff concerning student cultural, academic, and personal issues.
- Provide academic tutoring as needed (may need to recruit and organize tutors)
- Build relationships with families and act as the “bridge” between school and family.
- Serve as an advocate for parents/students who encounter barriers to achievement, participation, and climate.
- Develop programs to help parents to become more effective in interacting with school personnel.
- Connect parents/students to community resources that will support success in school.
- Support high school students as they plan for post-secondary education and/or employment

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records. Willing to learn a second oral and written language.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different

processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 50 pounds), carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is helpful.

FLSA Status Non-Exempt 7 hours a day

Education High School Diploma or equivalent required

206 days a year-186 during student calendar
20 additional days during summer

Required Testing Certificates & Licenses ParaEducator – Highly Qualified Status

Required Continuing Educ. / Training Clearances District Policies review, District Employee Handbook review, Student Information Privacy review, Bloodborne Pathogens, CPR, AED, First Aid, Medication Administration, Mandatory Reporting, Seclusion and Restraint, Non-Violent Crisis Intervention Certification, Background Clearance

Menasha Joint School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Menasha Joint School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Receipt of Job Description _____

Employee's Name

Date