

## **Director of Paraprofessional Affairs**

The Director of Paraprofessional Affairs represents CAFE among members and partners who are in classified staff positions in schools. This position supports the inclusion of professional development for paraprofessionals to support English learners as part of their own professional growth.

### **CAFE Board Nominee Required Qualifications: (According to CAFE Bylaws)**

- Be at least 21 years of age.
- Support CAFE's vision and mission.
- Maintain regular membership for at least one full year immediately preceding the nomination deadline.
- Current service in the capacity represented by the Directorship of Paraprofessional Affairs.

"Paraprofessional Affairs" refers to service in roles that support student instruction and classroom operations under the supervision of certified staff in school districts, typically in roles such as instructional aides, bilingual aides, special education aides, and similar support positions.

To be eligible for this position, a candidate must be actively working in one of the following roles at the time of nomination:

- A paraprofessional role in an educational setting (e.g., preschool, TK–12 school, district support, special education program).
- A district or county provider of support and/or professional development for paraprofessionals.

**Part-time, substitute, or limited-hour roles are eligible**, provided the work is **paid**.

**Volunteer roles do not satisfy** the eligibility requirement.

### **Responsibilities (According to CAFE Bylaws)**

- Establish and maintain ties between paraprofessional groups and/or individuals and the Board of Directors; and the Board.
- Serve as an advocate for paraprofessional concerns before the Board.
- Develop relations with professional organizations and unions that work with and support paraprofessionals.

- Assist with the selection of the paraeducator of the year for the Regional and Annual Conferences.

**Essential Duties and Expectations**

- Support CABE's vision and strategic plan.
- Attend all board meetings as well as regional and annual conferences.
- Be a strong listener to paraprofessional needs.
- Coordinate and collaborate with other organizations, such as CSEA, etc.
- Fund development and actively support CABE's fundraising activities and goals.