

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

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<b>TITLE:</b>	Paraeducator - Community Based	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	January 30, 2019	<b>SALARY:</b>	G-28/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist teacher in providing instruction to a diverse range of individuals or small groups of learning disabled, orthopedically impaired, severely disabled and/or communicatively disabled students in a classroom or in the community; monitor and report student progress regarding behavior and performance to assist in implementing, continuing or expanding practices to raise student achievement; perform a variety of clerical duties, as assigned.

(Note: the majority of these positions shall be assigned to a secondary Alternative Learning Pathways program and indirect supervision may be on different sites from certificated staff.)

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Tutor a diverse range of individuals or small groups of students with disabilities; monitor practices and related activities under indirect supervision to assist in implementing, continuing or expanding practices to raise student achievement. *E*

Assist in preparing lessons and instructional materials for individual students; maintain daily records of student performance under indirect supervision; confer with teachers concerning programs and materials to meet individual student needs. *E*

Accompany small groups of students and instruct them in community settings under indirect supervision to assist students in demonstrating the character and competencies for workplace success. *E*

Assist students with personal hygiene; wash hands and faces; toilet students and change diapers and clothing, as needed. *E*

Observe and monitor behavior of students according to approved procedures to assist students to achieve their personal best; report progress regarding student performance and behavior. *E*

Provide instruction and assistance to disabled students in social, self-help and community skills. *E*

Perform a variety of clerical duties including but not limited to typing, copying materials, ordering supplies and recording grades. *E*

Participate in meetings and professional learning to assist the teacher in providing high quality education to students. *E*

Provide support to teacher by setting up work areas, displays and exhibits, operating audiovisual and/or training equipment, and distributing and collecting papers and supplies to provide students access to professional options and a variety of activities. *E*

Assist trained personnel with designated medical and physical services as mandated and trained to meet the needs of students and sites. *E*

Perform specialized duties to assist in educating students at a high level including but not limited to: individualized learning activities, fine or gross motor skills, visual-perception skills, art work, physical development and fitness, communication and vocational skills; assist with activities related to occupational training; assist with stimulating children to be reactive; assist with bracing and unbracing artificial limbs, standing and tilt tables and hand splints; assist teacher with ongoing diagnostic process; provide drill and practice in auditory discrimination. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, hold 48 college units or NCLB (No Child Left Behind) compliance equivalent with at least two years of experience as a Paraprofessional in special education.

**LICENSES AND OTHER REQUIREMENTS:**

First Aid and CPR Certification preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Special needs, issues and requirements of students with communication disorders  
Basic subjects taught in District schools.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Reading and writing communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.  
Safe practices in classroom and playground activities.

**ABILITY TO:**

Assist certificated staff with instruction and related activities for learning disabled students.  
Assist a diverse range of students in developing self-help and social skills.  
Communicate, understand and follow both oral and written directions effectively.  
Establish and maintain effective working relationships with a diverse range of people.  
Lift, restrain and discipline students according to approved policies and procedures.  
Operate instructional and office equipment.  
Learn basic computer skills as trained including programs that apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Special education classroom or other learning environment; potential exposure to and contact with bloodborne pathogens; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, monitor students during classroom activities; communicate with students and instructors; lift students and heavy equipment; operate office and instructional equipment; reaching overhead, above the shoulders and horizontally; bend at the waist; kneel or crouch; stand and walk for extended periods of time; dexterity to operate specialized equipment or office equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E = Essential Functions*