

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional, After School/Extended Day	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-19/CSEA 125 Salary Schedule

(Former Classification: Instructional Assistant-After School Program and Instructional Assistant- Extended Day Program)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the instruction and supervision of students enrolled in the after school/extended day program in the areas of academic and/ or homework support, wellness/physical sports enrichment, personal development or academic enrichment at an assigned site to meet the needs of the students; assist the assigned supervisor in routine duties as needed.

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.)

Provide exposure to a wide variety of experiences and creative/hands-on engaging activities; assist with academic support and homework activities or wellness, physical sports, fitness activities and classes to assist students to learn at grade level and beyond. *E*

Assist with organizing the sports, nutrition and personal development activities/classes; assist in building or expanding the student artistic and creative capacity in providing educational opportunities for students in a professional learning environment. *E*

Provide academic support by using focused supplemental instruction as indicated by student needs; communicate in a reasonable, timely manner with classroom teachers regarding areas needing focus/targets. *E*

Assist with students individually or in small groups, tutoring, supervising, reinforcing or following-up on lessons; assist with personal development and homework assignments. *E*

Increase student background knowledge through exposure to a multitude of experiences. *E*

Assist with instruction and provide socialization experiences for school-age children; take attendance; locate children and notify children of the arrival of parents or guardians. *E*

Distribute and assist with clean-up and snacks. *E*

Work with supply requisitions and inventory; prepare materials and equipment. *E*

Mediate conflict between children in a timely manner to provide a safe and orderly learning environment. *E*

Apply basic First Aid and CPR, as needed. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and hold 48 college units or NCLB compliant equivalent; one year of experience working with school-age children in an organized setting and experience working with a diverse range of people.

LICENSE REQUIREMENTS:

Classification/Compensation Study
March 2010

Valid First Aid and CPR certificate issued by an authorized agency.

Special Requirement:

May work flexible hours due to the needs of assigned sites.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English, grammar, spelling, punctuation, and vocabulary.

Basic methods used in instruction.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Classroom procedures and appropriate student conduct.

ABILITY TO:

Provide an opportunity to expand experience opportunities through structured activities.

Understand and apply rules, regulations, procedures and policies.

Establish and maintain effective relationships with a diverse range of people.

Observe health and safety regulations.

Understand and follow both oral and written directions effectively

Learn new or updated computer systems and programs to apply to current work.

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:

Classroom and outdoor environment; contact with dissatisfied individuals; intermittent noise; repetitive activities; potential exposure to and contact with bloodborne pathogens.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to monitor and oversee students; hearing and speaking to exchange information; physical agility to demonstrate games and activities; bending at the waist to assist students; sitting or standing for extended periods of time; dexterity to operate a computer; reaching overhead, above the shoulders and horizontally, crouching to retrieve items from cabinets and shelves.

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

E= Essential Functions