

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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

(Former Classification: Instructional Assistant-Continuation Opportunity)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in providing individualized instruction to a diverse range of students at an assigned continuation or community day school to assist students to stay in school on target to graduate; assist the teacher in locating materials in assigned curricular areas; prepare instructional materials and perform a variety of clerical duties as assigned to meet the needs of students and 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 individuals or small groups of a diverse range of students; reinforce instruction as directed by the teacher to assist student to excel in reading writing, and math; assist in implementing District instructional goals and activities. *E*

Prepare materials for classroom use in a reasonable, timely manner; accurately correct and records test and results on student profiles and other records of students. *E*

Observe and monitor behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Assist with contacting families, by phone, regarding absences and other student-related issues. *E*

Assist in supervising students in the classroom, school campus, and field trips; assist in planning and attending field trips and special instructional activities to provide students access to high quality learning options and a variety of activities. *E*

Perform a variety of clerical duties in a reasonable, timely manner such as preparation of instructional materials, scoring papers, recording grades, taking role and maintaining records and files. *E*

Provide support to teacher by setting up work areas, displays and exhibits; operate audio-visual equipment and educational training equipment; distribute and collect papers and supplies. *E*

Ensure the health and safety of students by following current health and safety policies and procedures; assist Students regarding the building of self-esteem and demonstration of character and competencies for workplace success; assist students by providing proper examples, emotional support, friendly attitude and general guidance. *E*

Actively participate in meetings and in-service training programs to assist in the tutoring of students to achieve their personal best. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and hold 48 college units or No Child Left Behind (NCLB) compliant; prefer one year of experience working with children in an organized setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic instructional methods and techniques.
Basic subjects taught in District schools including math, reading, writing, grammar and spelling.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Procedures, safe practices and appropriate student conduct in the classroom and school campus.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Reading, writing and oral communication skills.

ABILITY TO:

Reinforce instruction to individuals or small groups of students as directed by the teacher.
Perform clerical duties related to classroom activities.
Work effectively with students who have not been successful in the traditional school setting.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Maintain accurate routine records.
Learn the District's Code of Ethics and the Association for the Education of Young Children's Code of Ethical Conduct as trained as trained.
Conform to and support the assigned teacher's style of classroom management.
Monitor students according to approved policies and procedures.
Operate instructional and office equipment.
Communicate, understand and follow both oral and written directions effectively.
Learn new or updated computer systems and programs to apply to current work.
Communicate effectively with children and adults 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 environment; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity to demonstrate activities and prepare materials.

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