

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional, Child Aide	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 - Child Aide)

BASIC FUNCTION:

Under the direction of an assigned supervisor, establish a nurturing, supportive and caring environment and encourage children of diverse and behavioral backgrounds to engage in non-directive and/or directive play in a safe playroom setting; maintain playroom supplies and materials to provide students access to professional learning options and a variety of activities; monitor student progress regarding behavior in a reasonable, timely manner in support of student learning; perform a variety of clerical duties as assigned.

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.)

Perform the duties aimed at achieving behavioral goals established jointly by the Primary Intervention Program (PIP) team and the teacher who referred the child. *E*

Establish rapport and warm, meaningful relationships with referred children to reduce their dysfunctional behavior, and to improve their educational performance and social relationships; act as a special friend to children, on an individual basis, in a playroom setting utilizing non-direction techniques. *E*

Converse with children and establish an atmosphere to encourage their expression of feelings and ideas and deal effectively and constructively with such feelings and ideas; implement, continue or expand practices proven to decrease dysfunctional behavior and raise student achievement. *E*

Provide in reasonable, timely manner feedback to the Mental Health team, principal, teachers and other school personnel and, at the discretion of the team, to families about the progress and behavior of the child. *E*

Participate with school personnel and/or consultants in assignment, progress, termination and other conferences concerning children both in the schools and in community agencies. *E*

Participate in periodic inservice workshops and other training sessions provided both by the PIP central staff and the School District. *E*

Document progress notes and generate reports for children under observation. *E*

Help build confidence and self-esteem in children through one on one and/or group interactions to assist students to achieve their personal best and demonstrate the character and competencies for workplace success. *E*

Respond to questionnaires and instruments to help evaluate the program.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, 48 college units or No Child Left Behind (NCLB) compliant and experience as primary caretaker of children between the ages of 5 and 10 years.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic child development and general signs of healthy social/emotional functioning.
Interpersonal skills using tact, patience and courtesy.
Reading and writing communication skills.
Safety and health practices and precautions.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Function as a supportive, non-threatening, non-judgmental caretaker capable of active listening and conducting non-directive and/or directive play.
Set appropriate limits for behavior and employ discipline techniques when appropriate.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Determine appropriate action within clearly defined guidelines.
Learn the District's Code of Ethics and the Association for the Education of Young Children's Code of Ethical Conduct as trained.
Learn new or updated skills or equipment to 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 or playroom environment; possible exposure to childhood communicable diseases.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lifting and carrying moderately heavy children and objects; sitting or standing for extended periods of time; hearing and speaking to communicate with children and parents; seeing to monitor children; dexterity to hold children and manipulate objects used in play activities; reaching overhead, above the shoulders and horizontally; bending, kneeling, and crawling.

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