

# FRESNO UNIFIED SCHOOL DISTRICT

## Position Description

**TITLE:** Paraprofessional, Child Development  
**REPORTS TO:** Assigned Supervisor

**DEPARTMENT:** Child Development Center or Preschool  
**CLASSIFICATION:** Classified

**FLSA:** Non-Exempt  
**WORK YEAR:** Varies

**BOARD APPROVAL:** December 11, 2019  
**SALARY:** G-19/CSEA 125 Salary Schedule

**(Former Classification: Instructional Assistant-Child Care and Instructional Assistant-Preschool)**

### **BASIC FUNCTION:**

Under the direct supervision of an assigned supervisor or designee, provide quality child care and education in a safe and nurturing environment for young children in the child care center or preschool program; assist with planning and implementing a variety of activities to meet the needs and interests of children individually or in a group as assigned; participate in activities with assigned groups of diverse children to provide students access to high quality educational options and a variety of activities.

**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 quality childcare and a safe and nurturing environment for the children in an assigned childcare center or preschool program to demonstrate the desire to educate each child at a high level. *E*

In PACE settings: provide assistance to pregnant teens and to teenage parents in areas of toddler and infant hygiene, parenting skills, nutrition and childcare. *E*

Assist with planning and implementing a variety of activities to develop the physical, cognitive, emotional, creative and social skills of children in order for students to achieve their personal best; provide assistance to the children and promote interest in reading and other educational activities; oversee and participate with children in outdoor or indoor play and learning activities to provide students access to high quality educational options. *E*

Participate in activities that will allow children to gain awareness, acceptance, understanding, and appreciation of a diverse range of people. *E*

Provide for the safety of the children as required; respond to a child's needs and problems in a patient, caring and sensitive manner. *E*

Serve as a role model for children and families of diverse backgrounds. *E*

Assist with snack and lunch time as assigned; clean up eating areas and wash children's hands and faces after play times and meals to provide a safe, clean, and orderly learning and working environment. *E*

Provide for the physical needs of the children in a reasonable, timely manner, such as, toileting, sleeping, dressing, washing; monitor sleeping infants and care for infants such as rocking to sleep, rubbing heads and backs and singing songs. *E*

Provide guidance, assistance, and encouragement with various projects; assist in promoting a healthy self-image and self-esteem. *E*

Prepare and maintain daily logs and attendance charts related to daily activities; assist in observing and note taking for children's assessment of learning. *E*

Observe behavior of children and monitor for signs of neglect or suspected abuse; report such concerns in a timely manner according to established guidelines. *E*

Maintain a clean, safe, sanitary and orderly childcare environment; clean, set up, and set out beds, mats, toys and other materials; ensure the health and safety of children by following health and safety practices and regulations. *E*

Perform routine clerical duties such as filing and duplicating instructional materials as assigned. *E*

Participate in meetings, conferences and in-service training programs as assigned to assist the teacher in providing high quality education to students. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: High school diploma or the equivalent; two years of college (48 units) or AA degree (or higher) or pass a local assessment of knowledge and skills in assisting in instruction (Every Student Succeeds Act (ESSA) compliant); and prefer one year experience in working with infants, toddlers or preschool-age children.

Per California Health and Safety Code:

Completion of six postsecondary semester units or equivalent quarter units in early childhood education or child development.

**OR**

Completion of at least two postsecondary semester units or equivalent quarter units in early childhood education or child development each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until six units have been completed.

Must complete the postsecondary units requirement within two years of date of initial employment.

Incremental progress requirements towards completion of the required postsecondary units:

- Verification of completed semester units submitted within 4 weeks of each semester end.

**LICENSES AND OTHER REQUIREMENTS:** Required prior to employment.

Per California Health and Safety Code:

A current valid Emergency Medical Service Authority (EMSA) Pediatric First Aid/CPR certificate.

Proof of immunizations or immunity for measles, and pertussis.

Proof of influenza vaccine or declination to be submitted each year between August 1st, and December 1st of each year.

Proof of Current Mandated Reporter Training Certificate for Child Care Providers.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Basic principles and practices of early child development including proper care and discipline.

Accurate record-keeping techniques.

Interpersonal Skills using tact, patience and courtesy.

Safety and health practices and precautions.

Basic first aid.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Provide quality childcare and a safe environment for children in an assigned childcare center or preschool program.

Plan and implement a variety of activities to meet the needs and interests of children and families.

Provide a proper role model for children and families.

Participate in activities with assigned group of diverse children.

Learn, apply and explain rules, regulations and procedures of the program, as training dictates.

Use positive and proper methods of child control and behavior modification.

Determine appropriate action within clearly defined guidelines.

Communicate, understand and follow both oral and written directions effectively.

Establish and maintain patient, gentle, supportive, caring and cooperative working relationships with a diverse range of infants, toddlers, staff and family members.

Learn the F.U.S.D.'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 and equipment to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.

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:**

Childcare or classroom environment; potential exposure to 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 families; seeing to monitor children; dexterity to hold children and manipulate objects used in play activities; bending, kneeling, and crawling; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files; sitting or standing for an extended period of time.

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***