

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Paraprofessional - Child Development, Bilingual	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Early Learning	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	October 2, 2019	<b>SALARY:</b>	G-24/CSEA 125 Salary Schedule

**LANGUAGE OPTIONS:**

Incumbents assigned to this option are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to demonstrate the ability and desire to educate each student at a high level.

**BASIC FUNCTION:**

Under the direct supervision of an assigned supervisor and/or designee, assist with providing quality childcare and education to ensure all children in the childcare center and/or preschool in Fresno Unified School District have an equitable start for college, career, and life readiness. Assist the teacher in providing nurturing, child-centered environments and high-quality Early Learning educational programs that value and respect the needs, languages, and cultures of all students, families, staff, and community.

**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.)**

Assist the teacher in providing support in the primary language of the Dual Language Learners (DLLs) by translating orally, presenting instructional materials, and reinforcing instruction or follow-up on student understanding of specific academic concepts to assist students to excel in growth and development of home language and English. *E*

Develop teaching aids and materials in the primary language with teacher direction. *E*

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

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

Assist with planning and implementing a variety of activities to develop the physical, cognitive, social/emotional, and creative skills of children in order for students to achieve their personal best; provide assistances to the children and promote interest in learning; 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/or 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, such as: clean up eating areas and wash children's hands and faces after play times and meals as required to provide a safe, clean, and orderly learning and working environment. *E*

Communicate with DLLs in a designated second or third language to facilitate the instructional process. *E*

Report progress regarding the performance and behavior of the DLLs to assigned teacher as required. *E*

Assist the teacher with the assessment and evaluation of the DLLs' work in the primary language. *E*

Attend meetings and in-service training related to bilingual curriculum or DLL-related issues. *E*

Assist in home/school communication by translating short memos or flyers and acting as an interpreter between parents of DLLs and school personnel. *E*

Assume additional responsibilities, tasks and duties to support DLLs as determined by the Principal or designee. *E*

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

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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 according to ITERS (Infant/Toddler Environment Rating Scale) and/or ECERS (Early Childhood Environment Rating

Scale): clean, set up, and set out 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. Assist in registration activities as appropriate. *E*

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

Maintain a file with documentation of proof of the required items listed below under Education and Experience and under Licenses and Other Requirements. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE: Required prior to employment.**

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 one year of experience working with school-age children and infants, toddlers or pre-school children in an organized setting and some experience working with people of various cultures; one year of college course work in a related field may be substituted for the one year of experience.

Must pass Fresno Unified School District's language tests to demonstrate proficiency in English and a designated second or third language.

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 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:

Correct oral and written usage of English and a designated second or third language.

Positive behavior reinforcement techniques.

Safe practices in classroom activities to provide a safe, clean and orderly learning and working environment.

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

Community Care Licensing Regulations.

Accurate record-keeping techniques.

Reading, writing, listening, and speaking communication skills.

Interpersonal skills using tact, patience and courtesy.

Safety and health practices and precautions.

Classroom procedures and conduct.

ABILITY TO:

Assist DLLs with the instructional program and related activities of the assigned learning environment. Read, write and translate English and a designated second or third language (i.e., letters to parents, curriculum materials).

Speak and interpret English and a designated second or third language.

Establish and maintain effective relationships with students, families, staff and the public including members of ethnic communities, foreign countries and other diverse range of people.

Demonstrate an understanding, patient and receptive attitude toward individuals from foreign cultures and ethnic communities.

Print and write legibly in English and the primary language.

Communicate, understand and follow oral and written directions in English and the primary language effectively.

Read, interpret and follow rules, regulations, policies, and procedures.

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.

Serve as a 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 trainings dictate.

Use positive and proper methods of addressing children's behaviors.

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, preschool children, etc. including staff and family members.

Understand and maintain current knowledge of District Code of Ethics, and the National Association for the Education of Young Child's Code of Ethical Conduct, as trained.

Observe Personal Right of the child, and Parent's Rights as dictated by Community Care Licensing Division.

Learn new skills, new or updated computer systems and programs, and how to use equipment as it applies 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:**

Childcare 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; dexterity to hold children and manipulate objects used in play activities; crawling; reaching overhead, above the shoulders and horizontally; bending at the waist and kneeling, or crouching to retrieve files.

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***