

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

**TITLE:** Paraprofessional, Early Childhood (Mild/Moderate Support Needs)      **REPORTS TO:** Assigned Supervisor

**DEPARTMENT:** Special Education      **CLASSIFICATION:** Classified

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

**BOARD APPROVAL:** December 6, 2023      **SALARY:** G-29/CSEA 125 Salary Schedule

**(Former Classification: Paraprofessional, Early Childhood (Mild/Moderate))**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor or designee, assist in providing instruction to individual or groups of students with special education services in a preschool or kindergarten classroom; monitor and report student progress regarding behavior and performance in a reasonable, timely manner to assist students to achieve their personal best; 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.)**

Tutor and provide instruction to individuals or groups of students with learning disabilities in a preschool or kindergarten classroom, reinforcing instruction as directed by the teacher; monitor and collect data on lessons and progress, practices, and related activities to assist in educating students at a high level. *E*

Observe strict confidentiality regarding student information. *E*

Assist students on and off the bus; accompany medically fragile students on the bus as assigned; assist students with braces and other orthopedic equipment; push wheelchairs, lift, position and reposition students as needed. *E*

Assist with the preparation of lessons and instructional materials for individual students as directed by the teacher and maintain daily records of achievement to provide students access to high quality learning options and activities. *E*

Observe and monitor behavior of students according to approved procedures and guidelines to assist students to achieve their personal best, report progress regarding student performance and behavior. *E*

Oversee student activities; lead and oversee games, playground activities and movement education as assigned. *E*

Perform a variety of clerical duties such as preparing and duplicating instructional materials, requesting supplies and recording grades. *E*

Provide support to the teacher by setting up and taking down work areas, displays, instructional materials and exhibits; operate audio-visual educational training equipment; distribute and collect paper and supplies. *E*

Confer with teachers concerning programs and materials to meet individual student needs providing high quality learning options and activities. *E*

Assist students with personal hygiene; wash hands and faces; toilet students and change diapers and clothing. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment. *E*

Prepare students for inclusion in the general education environment according to established procedures to demonstrate the character and competencies for student success. *E*

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

Provide instruction and assistance to students with special education services in social, self-help and community skills. *E*

Perform other related duties as needed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and hold 48 college units or Every Student Succeeds Act (ESSA) compliant equivalent; prefer one year of experience in working with special needs school-age children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

CPR/First Aid required.

CPI Training is required within the first six months of employment.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic child development as it relates to students with special needs, issues and requirements of students with learning disabilities.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.  
Correct oral and written usage of English, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Basic record-keeping techniques.  
Classroom procedures and conduct. Basic computer skills.

**ABILITY TO:**

Assist certificated staff with instruction and related activities for students with special education services.  
Assist students in developing self-help and social skills.  
Read, print and write legibly.  
Make arithmetic calculations quickly and accurately.  
Learn the procedures, functions and limitations of assigned duties.  
Communicate effectively with children and adults.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Communicate, understand and follow both oral and written directions effectively.  
Lift, restrain and discipline students according to approved policies and procedures.  
Operate instructional and office equipment.  
Learn new or updated computer systems/software programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Apply integrity and trust in all situations.  
Actively participate in meeting District goals and outcomes.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and other learning environments; potential exposure to and contact with bloodborne pathogens; contact with dissatisfied individuals.

May be subject to students who are physically and verbally aggressive and may come into contact with bodily fluids (i.e., phlegm, urine & feces).

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, seeing to monitor students, hearing and speaking to communicate with students and instructors; dexterity to operate office and instructional equipment; reaching overhead, above the shoulders and horizontally, bending at the waist; kneeling or crouching; standing and walking for extended periods 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***