

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional, Early Childhood (Mild/ Moderate)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-24/CSEA 125 Salary Schedule

(Former Classification: Instructional Assistant-Spec Ed (P/K-LH))

BASIC FUNCTION:

Under the direction of an assigned supervisor or designee, assist in providing instruction to individual or small groups of learning handicapped students 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 small groups of students with learning disabilities in a preschool or kindergarten classroom, reinforcing instruction as directed by the teacher; monitor student drills, practices and related activities to assist in educating students at a high level. *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 mainstreamed classes 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 handicapped students in social, self-help and community skills. *E*

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and hold 48 college units or NCLB compliant equivalent; prefer one year of experience in working with school-age children in an organized setting.

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 learning handicapped students.

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.

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 and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions