

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional, Instructional Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G19/CSEA 125 Salary Schedule

(Former Classification: Instructional Assistant-Elementary and Instructional Assistant-Secondary)

BASIC FUNCTION:

Under the direction of an assigned supervisor or designee, assist in providing instruction to a diverse range of individuals or small groups of students at an assigned school to assist students to stay in school on target to graduate; prepare instructional materials and perform a variety of clerical duties as assigned to meet the needs of students and staff.

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 individuals or small groups of students; reinforce instruction as directed by the teacher to assist students to excel in reading, writing and math; assist in implementing District instructional goals and activities. *E*

Prepare materials for classroom use in a reasonable, timely manner to meet the needs of students and staff; accurately correct and record tests and record results on student profiles and other records of students. *E*

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Assist in supervising students in the classroom, school campus and field trips to provide a safe, clean and orderly learning and working environment. *E*

Perform in a reasonable, timely manner a variety of clerical duties such as preparation of instructional materials, scoring papers, recording grades, taking role and maintaining records and files. *E*

Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting papers and supplies. *E*

Ensure the health and safety of students by following current health and safety policies and procedures; assist students regarding the building of self-esteem and development of a value system to stay in school on target to graduate; assist students by providing proper examples, emotional support, friendly attitude and general guidance. *E*

Actively participate in meetings and in-service training programs. *E*

Direct group activities with students as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic child guidance principles and practices.
Basic skills in math, grammar, spelling, language and reading.
Safe practices in classroom and playground school campus activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Reading and writing communication skills.
Interpersonal skills using tact, patience and courtesy.
Accurate record-keeping techniques.

ABILITY TO:

Assist in providing instruction to individuals or small groups of students at an assigned school site.
Perform clerical duties such as filing, duplicating and maintaining routine records.
Print and write legibly.
Make mathematic calculations quickly and accurately.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with children and adults using patience and courtesy in manner that reflects positively on the organizational unit.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Conform to and support the assigned teacher's style of classroom management.
Monitor and discipline students according to approved policies and procedures.
Operate instructional and office equipment.
Learn the District's Code of Ethics and the Association for the Education of Young Children's Code of Ethical Conduct
Communicate, understand and follow both oral and written directions effectively.
Learn new or updated computer systems/programs to apply to current work.
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:

School classroom and playground environment; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity to demonstrate activities and prepare materials.

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