

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraprofessional (Mild/Moderate)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-23/CSEA 125 Salary Schedule

(Former Classification: Instructional Assistant-Resource Specialist or Learning Handicapped)

BASIC FUNCTION:

Under the direction of an assigned supervisor or designee, assist in providing instruction to individual or small groups of special needs students in a special education setting; assist the teacher in meeting the educational needs of students to excel in reading, writing and math; 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 individual or small groups of students with special education needs; reinforcing instruction as directed by the teacher to help educate students at a high level; monitor student drills, practices and related activities. *E*

Assist in preparing lessons and instructional materials as directed by the teacher to meet the educational needs of the individual students; review worksheets, workbooks and other assignments to evaluate student comprehension of concepts presented; maintain daily records of achievement. *E*

Assist with meeting the IEP goals of students; observe and monitor behavior of students according to approved procedures; report progress regarding student performance and behavior to implement practices proven to raise student achievement. *E*

Assist the instructional staff in supervising students inside and outside the classroom; direct group activities of students including but not limited to games, playground activities and movement education as assigned. *E*

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

Provide support to the 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*

Confer with teachers concerning programs and materials to meet individual student needs. *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*

Assist students by providing proper examples, emotional support and general guidance to prepare students to demonstrate the character and competencies for workplace success. *E*

Prepare students for mainstreamed classes according to established procedures. *E*

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

Provide instruction and assistance to a diverse range of mild to moderate special needs 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, hold 48 college units or NCLB compliant equivalent; prefer one year of experience working with school-age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with special needs.
Basic subjects taught in District schools, including mathematics, 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.

ABILITY TO:

Assist certificated staff with instruction and related activities for students with special needs.
Assist students in developing self-help and social skills.
Read, print and write legibly.
Make mathematical calculations quickly and accurately.
Communicate, understand and follow oral and written directions effectively.
Learn the procedures and functions of assigned duties.
Establish and maintain effective working relationships with a diverse range of people.
Lift, restrain and discipline students according to approved policies and procedures, as trained.
Operate instructional and office equipment.
Learn basic computer skills, as trained, including programs that 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; bending at the waist; reaching overhead, above the shoulders and horizontally, 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 American with Disabilities Act as required by law.

E= Essential Functions