

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Paraprofessional, Resource Lab | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | School Site | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | March 24, 2010 | SALARY: | G20/CSEA 125 Salary Schedule |

(Former Classification: Instructional Assistant-Resource Lab)

BASIC FUNCTION:

Under the direction of an assigned supervisor or designee, performs in a reasonable, timely manner a variety of clerical duties at an assigned site; assist the instructional staff with the educational needs of a diverse range of students; assist with copying and locating a variety of materials 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.)

Perform a variety of clerical duties at an assigned site to meet the needs of students, families and staff; assist the instructional staff with the educational needs of students; assist in implementing District instructional goals and activities. *E*

Type and copy a variety of materials for teachers as requested in a reasonable, timely manner to meet the needs of students and staff; collate and staple materials. *E*

Operate a variety office, instructional and audio-visual equipment to perform assigned activities. *E*

Take inventory of supplies in the resource center/lab and order supplies as needed to provide reasonable, timely delivery of professional services; check materials in and out as appropriate; identify, copy and distribute materials/supplies to the appropriate staff. *E*

Locate materials and resources for students, teachers and others as requested. *E*

Assist in administering tests, grade tests and chart student progress as directed. *E*

Assist in the preparation of learning games and other instructional materials for classroom activities to provide students access to high quality learning options and a variety of activities; tutor a diverse range of students individually or in small groups as assigned to assist students to excel in reading, writing and math. *E*

Direct new staff members in proper usage of lab equipment. *E*

Assist in maintaining accurate and updated catalog of materials. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, 48 college units or No Child Left Behind (NCLB) compliant and some experience in an organized setting working with school-age children.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current instructional materials and resources.
Policies and objectives of assigned program and activities.
Operation of assigned office, instructional and audio-visual equipment.
Interpersonal skills using tact, patience and courtesy.
Basic clerical work and record-keeping techniques.
Inventory methods and practices.
Proper methods of storing and distributing materials and supplies.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Locate a variety of materials and resources for teachers, students and others.
Maintain accurate inventory of supplies and materials and order as needed.
Assist with instruction and related activities in a classroom or assigned learning environment.
Operate a variety of office, instructional and audio-visual equipment as assigned.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Learn new or updated computer systems/programs to apply 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:

Indoor environment; constant interruptions

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, standing for extended periods of time; dexterity to operate assigned equipment; seeing to read various materials; reaching overhead, above the shoulders and horizontally to retrieve and store various materials and supplies; hearing and speaking to exchange information; lifting light objects; lift, pull and push objects in the resource lab.

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