

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SUBSTITUTE CLASSIFIED POSITION

JCN: 9858  
RANGE: 122  
NON-EXEMPT

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### SUBSTITUTE PARAEDUCATOR – EXPANDED LEARNING PROGRAM

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, in the absence of an employee and/or to provide additional support as needed; provide instruction and supervision of individual or small groups of pupils in a classroom or other learning environment enrolled in the Expanded Learning Program in the areas of academic support/homework, wellness/physical sports enrichment, personal development, or academic enrichment component in-line with the school district academic plan; prepare instructional materials and provide routine clerical support.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Administer various tests as directed; grade student tests and assignments; record grades.
- Assist students in completing classroom assignments, homework and projects; ensure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Communicate with school and County Office personnel to exchange information and resolve issues or concerns.
- Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials.
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior.
- Perform a variety of clerical duties such as preparing instructional materials, duplicating materials, preparing lists and other documents, processing forms and applications, taking roll and maintaining records and files; compile information and materials and prepare reports as requested.
- Provide classroom support to the students by setting up work areas and displays and distributing and collecting paper, supplies and materials; confer with teachers concerning lesson plans and materials to meet student needs; present instructional materials.
- Read age-appropriate stories to students; assist students with enhancing reading skills and pronouncing words and sounds as assigned.
- Tutor individual or small groups of students, reinforcing instruction as directed by the supervisor; monitor and oversee student drills, practices and assignments in various subjects.
- Adhere to the schedules, policies and procedures as determined by the Office of the Fresno County Superintendent of Schools (FCSS).
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.

- Serve as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

**OTHER DUTIES:**

- Perform related duties as assigned.
- Work a flexible schedule.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic instructional methods and techniques.
- Basic record-keeping techniques.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities and/or instructional area.
- Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- County Office organization, operations, policies and objectives.
- Interpersonal skills using tact, patience, flexibility, and courtesy.
- Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Maintain routine records.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Prepare instructional materials.
- Provide instruction to individual or small groups of students in a classroom or other learning environment.
- Understand and follow oral and written directions.
- Work a flexible schedule.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with the Americans with Disability Act (ADA), Family Medical Leave Act (FMLA) and other federal, state and local standards.

- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Safely and successfully perform essential job functions consistent with ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Serve as a liaison between County Office administrators and personnel, outside organizations or the public concerning assigned program.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Work confidentially and with discretion.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Supplemented by an Associate's or higher degree, two years of study at an institute of higher education equivalent to 48 semester units or successful completion of a Paraeducator Academic Assessment may be substituted for the Associate's degree.

**EXPERIENCE:**

- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Successful completion of a Paraeducator Academic Assessment (when applicable) prior to employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Classroom, multipurpose room, cafeteria and/or playground environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

Effective: September 09, 2015

Revised: July 01, 2020