

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 298  
RANGE: 123  
NON-EXEMPT

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### BILINGUAL PARAEDUCATOR – EXPANDED LEARNING PROGRAM

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide instruction and supervision of individual or small groups of students 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; reinforce positive behaviors and academic performance.
- Communicate with school and county office personnel to exchange information and resolve issues or concerns; communicate with parents, agency personnel, and other stakeholders as assigned.
- 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; assist in monitoring recesses, assemblies and playgroup activities; 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 role 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; assist in arranging field trips, as assigned.
- 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.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned

software applications.

- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent 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 and maintain effective working relationships with others in the course of work in assigned area.

#### 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 mathematics, grammar, spelling, language and reading.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Safe practices in classroom and playground activities.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### ABILITY TO:

- 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.
- Maintain routine records.
- Prepare instructional materials.
- Provide instruction to individual or small groups of students in a classroom or other learning environment.
- Work a flexible schedule.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- 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.
- Completion of 48 semester units or an Associate's degree or higher, or taken and passed the CBEST exam, or successful completion of a rigorous, local, Paraeducator Academic Assessment.

### **EXPERIENCE:**

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

## **LICENSES AND OTHER REQUIREMENTS:**

- Read, speak, translate and/or write in a designated second language.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire may be required.

## **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.*

## **APPROVED:**

Effective: 11/14/2017

Revised: 7/1/2020