

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**  
**CLASSIFIED POSITION**

JCN: 305  
RANGE: 123  
NON-EXEMPT

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**BILINGUAL PARAEDUCATOR - COURT & COMMUNITY SCHOOLS**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and students assigned to a designated court school program; perform a variety of support activities related to behavior management and classroom instruction of students; perform a variety of clerical support duties related to classroom and program activities.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assist assigned teacher with the development and implementation of lesson plans; monitor and ensure order in the classroom; assist in administering, proctoring and scoring tests and papers; assist in monitoring student progress; modify materials and explain instructions and words as necessary.
- Assist in determining English proficiency of identified students as assigned by the position; explain and interpret results to appropriate parties; translate for teachers or non-English speaking parents as assigned by the position.
- Assist students in completing classroom assignments, homework and projects; ensure student understanding of classroom rules and procedures; assist students by answering questions and providing proper examples, emotional support, friendly attitude and general guidance.
- Assist with food preparation functions, including but not limited to, prepare and distribute individually packaged breakfast and lunch items to students, clean-up breakfast and lunch areas prior to and after meal times to ensure a safe, clean and orderly working environment, ensure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as needed; assist in monitoring recesses, breaks and other activities; assist in serving breakfasts and lunches; accompany students on field trips as assigned.
- Ensure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior; communicate with parents, probation officers and administrators regarding student performance and behavior as necessary.
- Perform a variety of clerical duties such as preparing, typing, duplicating and filing a variety of materials; prepare necessary student and program paperwork; maintain student records and files; record student attendance; process various forms and applications.
- Provide instructional support and assistance to teachers and students assigned to a designated court school program; assist individuals or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating equipment and distributing and collecting paper, supplies and materials.
- Reinforce instruction to students with language, communication and behavioral problems as assigned; confer with teachers concerning programs and materials to meet the individual

needs of students.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Complies 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.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic record-keeping and filing techniques.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Instructional methods and techniques.
- Problems and concerns of students with behavioral challenges and special needs.
- Safe practices in classroom and playground activities.
- Subjects taught in county office schools including math, reading, writing, grammar and spelling.
- 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 a variety of clerical support duties related to classroom and program activities. Reinforce instruction to individuals or small groups of students as directed by the teacher.
- Perform a variety of support activities related to behavior management and classroom instruction of students.
- Provide instructional support and assistance to teachers and students assigned to a designated court school program.
- Understand and follow oral and written instructions.

- Understand and relate to children with special needs.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- 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, 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.

**LICENSURE 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.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office and/or school facility 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.

**HAZARDS:**

- Abusive and potentially dangerous outbursts from students.

*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: 09/01/2020