

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 303
RANGE: 122
NON-EXEMPT

PARAEDUCATOR – CAREER TECHNICAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and students within the career technical high school; 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 for career technical education (CTE) and academic core courses; monitor and ensure order in assigned classroom(s); 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; explain and interpret results to appropriate parties.
- 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 team members with the development and implementation of academic and behavioral support plans; reinforce positive behaviors and academic performance; reinforce social and behavioral skills as directed by assigned supervisor.
- 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 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 CTE program; tutor individual 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.
- Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition as directed.
- Reinforce instruction to students with learning disabilities, 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.
- 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 and classroom equipment, including but not limited to assigned software applications.
- 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:

- Drive a vehicle to conduct work using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Career Technical Education model curriculum standards.
- 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.
- Subjects taught in county office schools including arithmetic, reading, writing, grammar and spelling.
- 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 a variety of clerical support duties related to classroom and program activities.
- Perform a variety of support activities related to behavior management and classroom instruction of students.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Understand and follow oral and written instructions.
- Understand and relate to children.
- 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, 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 working with youth in an educational setting.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid First Aid and CPR certificate issued by an authorized agency.
- Valid defensive driving certificate issued by an authorized agency.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.
- California Food Handler card may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and/or school facility, classroom and 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 twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) 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:

- Possible contact with blood and/or other body fluid(s).

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 principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 01/30/2017

Revised: 07/28/2018; 09/01/020