

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION

JCN: 306
RANGE: 124
NON-EXEMPT

PARAEDUCATOR - MIGRANT EDUCATION PROGRAM

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instruction and supervision of individuals or small groups of students in a classroom or other learning environment enrolled in the Migrant Education Program in the areas of academic support/homework, wellness/physical sports enrichment, personal development, or academic enrichment component in-line with the school district service agreement; prepare instructional materials and provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer various academic assessments 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 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.
- Read age-appropriate stories to students; assist students with enhancing reading skills and pronouncing words and sounds as assigned.
- Tutor individuals or small groups of students, reinforcing instruction as directed by the supervisor; monitor and oversee student drills, practices and assignments in various subjects.
- Transport students and parents to regional programs and events.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, orders and directives of the 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:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Perform related duties as assigned.
- Work a flexible schedule.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in schools, including mathematics, grammar, spelling, language and reading.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- 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:

- 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 individuals 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.
- 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 to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. 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.

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: 05/10/2017

Revised: 11/14/2017; 09/01/2020