

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 325
RANGE: 124
NON-EXEMPT

PARAEDUCATOR – EXPANDED LEARNING PROGRAM (SPECIAL EDUCATION)

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers and students in a special education classroom or other learning environment enrolled in the Expanded Learning Program; perform a variety of instructional and support activities related to positive 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; assist in administering, proctoring and scoring tests and papers; assist in monitoring student progress; modify materials and explain instructions and words; assist in arranging field trips as assigned.
- Assist students with severe eating problems and monitor self-feeding students as assigned by the position; utilize gastronomy and suctioning equipment; take appropriate action when students have difficulty while eating.
- 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, assemblies and playgroup activities; accompany students on field trips as assigned; assist students in the development of social skills as directed.
- Drive to designated, educational or community based settings, to provide assistance as instructed.
- Ensure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a positive, safe, orderly and clean manner.
- Greet students at the bus; utilize a wheelchair lift as assigned by the position; lift and carry students as necessary; push students in wheelchairs.
- Lift students in and out of wheelchairs, braces and other orthopedic equipment as assigned by the position; assist staff members in positioning students and in rendering various forms of personal care such as toileting, diapering, dressing, undressing, bathing and grooming.
- 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.
- Perform routine first aid and CPR as assigned by the position; maintain daily documentation of specialized physical health care services and procedures; administer medication in accordance with specific medical instructions.
- Proactively 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.
- Provide instructional, behavioral and academic support and assistance to teachers and students assigned to a designated special education instructional program; tutor individuals or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects; accompany students into mainstreamed classes and/or community- based settings as assigned.

- 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 assigned by the position.
- Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; 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 equipment, including but not limited to a computer and 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:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic record-keeping and filing techniques.
- Basic understanding and foundation of child development and human behavior.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Instructional methods and techniques.
- Problems and concerns of students with special needs.
- Safe practices in classroom and playground activities.
- Subjects taught in district schools including mathematics, 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:

- Assist with instruction and related activities in a classroom or assigned learning environment. Reinforce instruction to individual or small groups of students as directed by the teacher.
- Establish positive and healthy relationships among youth.
- Monitor, observe, collect data 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.
- Perform required duties without direct supervision of a certificated employee.
- Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program.
- 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.
- One year of special education or similar instructional experience preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid and CPR Certificate issued by an authorized agency.

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 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:

- Students may display potentially harmful behavior to self and/or others.
- Possible contact with blood and other body fluids.

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: July 30, 2019

Revised: July 01, 2020