

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SUBSTITUTE CLASSIFIED POSITION

JCN: 448  
NON-EXEMPT

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### SUBSTITUTE PARAEDUCATOR

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers, Master Teachers and students assigned to a designated special education, court school or preschool programs in the absence of an assigned employee and/or assigned to provide additional support as needed; perform a variety of support activities related to behavior management and classroom instruction of students; perform a variety of general clerical support duties related to classroom and program activities.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist assigned teacher with the 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 students in completing classroom assignments, homework and projects as assigned; ensure student understanding of classroom rules and procedures; assist students by answering questions and providing proper examples, emotional support, friendly demeanor and general guidance.
- Assist students with severe eating problems and monitor self-feeding students as assigned by the position; take appropriate action when students have difficulty while eating as assigned.
- Assist team members with the implementation of academic and behavioral support plans; reinforce positive behaviors and academic performance; reinforce social and behavioral skills as directed; proactively observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
- Direct group activities of students as needed; assist in monitoring recesses, break, lunch, assemblies and playgroup activities; accompany students on field trips as assigned; assist students in the development of social skills as directed.
- 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.
- Follow county office and school site policies and procedures including but not limited to managing student behavior, reporting concerns and responding during an emergency.
- Greet students at the bus; utilize a wheelchair lift as assigned by the position; lift, carry and/or push students in wheelchairs as assigned.
- Lift students in and out of wheelchairs, braces and other orthopedic equipment as assigned by the position; assist staff members in positioning pupils and in rendering various forms of personal care such as toileting and diapering, dressing, undressing, bathing and grooming as assigned.
- 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 as assigned.
- Provide instructional behavioral and academic support and assistance to teachers and students assigned to a designated special education and/or court school instructional program; tutor individual or small groups of students, reinforcing instruction as directed by the teacher; conduct, monitor and/or supervise student centers, practices and assignments in various subjects; accompany students into mainstreamed classes 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 directed.
- 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 as required.
- Comply with schedules, policies, regulations, procedures, 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.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Perform related duties as assigned.
- Read, speak, translate and/or write in a designated second language when/if able and as assigned.

#### KNOWLEDGE OF:

- Basic handheld radio operations.
- 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.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Working with students with behavioral challenges and/or special needs.
- Safe practices in classroom and playground activities.
- Subjects taught in schools including arithmetic, 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.
- Communicate effectively both orally and in writing.
- Communicate over a handheld radio, using site-specific codes and terminology.
- Establish and maintain cooperative and effective working relationships with others.
- Establish positive and healthy relationships among youth

- Monitor, observe, and collect data and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Operate standard office and classroom equipment including a computer.
- Perform a variety of general clerical support duties related to classroom and program activities.
- 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 instructional program.
- 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 with special needs and/or at risk youth.
- 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, punctual and regular attendance as assigned.
- 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:**

- 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:**

- 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.

**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 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:**

- Abusive and potentially dangerous outbursts from students.
- 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: 05/15/2021

Revised: 12/12/2021