

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT-TERM CLASSIFIED POSITION

JCN: 9825
NON-EXEMPT

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS) DIRECT SUPPORT PROFESSIONAL

BASIC FUNCTION:

Under the direction of the Executive Director, Career Technical Education/ROP, provide services, support, and training to Direct Support Professional (DSP) personnel and administrators currently working in licensed community care facilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Participate in yearly mandatory training with California Department of Education (CDE) and Department of Developmental Services (DDS).
- Provide Direct Support Professional Training (DSPT) and Challenge Testing for Year 1 and Year 2 to DSP personnel and administrators working in licensed community care facilities.
- Ensure participants meet the State of California training requirements for Year 1 and Year 2 to acquire certification.
- Make recommendations to county office administration to ensure program compliance.
- 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.
- 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.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Research methods, report writing and record keeping techniques.
- 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:

- 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.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- 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 minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION/EXPERIENCE:

- Possess a minimum of five (5) years experience providing services and support to individuals with intellectual and developmental disabilities, with at least three (3) of those within the last five (5) years; or
- Possess a bachelor's degree in a related subject area, and a minimum of three (3) years experience providing services and support to individuals with intellectual and developmental disabilities within the last five (5) years; or
- Possess a health professional license and minimum of two (2) years experience providing services and support to individuals with intellectual and developmental disabilities within the last five (5) years.

LICENSURE AND OTHER REQUIREMENTS:

- Demonstrate medication skills and testing procedures within sixty (60) days of hire date.
- Certified as a DSP Year 1 within (3) months of hire date and DSP Year 2 within six (6) months of hire date.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office, 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 principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2021

Revised: 07/26/2023; 11/01/2024