

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CLASSIFIED POSITION**

JCN: 329  
RANGE: 129  
NON-EXEMPT

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### **BILINGUAL EARLY INTERVENTION INSTRUCTIONAL ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide instructional support and assistance to teachers, students and families assigned to a designated special education instructional program, including infants and toddlers (ages birth to three) with special needs; perform a variety of instructional and support activities related to positive behavior management and classroom instruction, implementing Individualized Family Service Plans (IFSP), conduct home visits, and collaborate with other professionals to enhance the child's development and participation in daily activities and routines; perform a variety of clerical support duties related to classroom and program activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Assist in determining English proficiency of identified students as assigned by the position; explain and interpret results to appropriate parties; translate for teachers or non-English speaking parents as assigned by the position.
- 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.
- Assist with training and empowering parents/caregivers through adult learning approaches to confidently support their child's development.
- Collaborate with the supervisor, educators, and other community partners to integrate all areas of development and ensure a holistic view of the child.
- Conduct and gather assessment information to develop, implement and maintain IFSP to guide infant development with supervising teacher; organize materials, programs and schedules for the purpose of implementing the IFSP.
- Drive to designated educational or community locations to provide instruction and assistance as directed; schedule, plan, and conduct home visits with assigned families, in coordination with staff and external agencies, to implement the IFSP.
- Ensure the health and safety of students by following health and safety practices and procedures; maintain a learning environment in a positive, safe, orderly and clean manner.
- Implement the IFSP to support infants in achieving developmental milestones under teacher supervision.
- Make recommendations to parents, staff, and agencies under teacher supervision for the purpose of assisting infants.
- Maintains caseload on consultation with supervising teacher.
- Maintain ongoing communication with team members; collaborate with peers to improve professional practice and meet program goals.
- Observe children to assist the educator in assessments and progress monitoring, and report observations related to the IFSP outcomes.
- 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.

- Provide ongoing support, encouragement, information, and referrals to specialized support services, community resources (including Special Education Local Plan Area (SELPA) and parent support groups), and inclusion activities; assist families in connecting with these resources.
- 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.
- 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.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Basic record-keeping and filing techniques.
- Basic understanding and foundation of child development, infant and toddler education, and human behavior.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds. Instructional methods and techniques.
- Methods and practices of child guidance, especially as they relate to implementation of IEPs.
- Physical disabilities, developmental disorders, learning disorders, and other special needs. Problems and concerns of students with special needs.
- Safe practices in home-based settings, 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:

- Assist with instruction and related activities in a classroom, home-based setting, or assigned learning environment.
- Establish positive and healthy relationships among youth

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Learn, interpret, and apply individual goal-oriented student instructional plans.
- 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.
- Recognize individual student learning needs and adapt materials to facilitate learning.
- Reinforce instruction to individuals or small groups of students as directed by the teacher.
- 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.
- 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 minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an Associate's degree or higher.

### **EXPERIENCE:**

- One (1) year of experience working with children in special populations.

## **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 defensive driving certificate issued by an authorized agency at time of hire and throughout employment with the County Superintendent.
- Valid First Aid and CPR 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 accommodation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle
- Office, school facility, home-based settings, and/or community-based 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 principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 04/07/2025