

## **Madera Unified School District Classified Job Description**

### **Preschool Paraprofessional Aide**

#### **Purpose Statement**

Under the direction of the Director; the Preschool Paraprofessional will prepare activities, provide instruction and supervise the students to maintain program standards. Provides instructional and behavioral support to teachers in classroom settings, assisting individuals or small groups of students to enhance learning. Assists teachers with instruction that occurs both the classroom and outside play environment.

This job reports to Preschool Supervisor / Site Administrator on a day to day basis.

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#### **Essential Functions**

- Assist the teacher in planning and carrying out the activities of the instructional program while maintaining effective communication to assure that appropriate institutional goals are implemented and assessed on a regular basis.
- Work independently with small groups of students and individuals including physical tasks to meet the needs of students with disabilities.
- Participate in appropriate staff development activities.
- Interpret purposes and activities of the instructional program and District Mission to students, parents, and community members.
- Maintain records as needed for program management and legal compliance.
- Supervise children in non-classroom settings.
- Work collaboratively with lead teacher to provide parenting education when appropriate in the classroom (family literacy).
- Provides children with a culturally relevant, developmentally appropriate learning environment, which leads to increased social, cognitive, physical, and emotional competence and development.
- Maintains the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.



- Reports suspected child abuse in accordance with Department of Social Services child abuse procedures.
- Keeps informed of current theories and practices in the field.
- Professional role model for parents, children, community, and co-workers.
- Provides a mentoring relationship with instructional aides, classroom volunteers, and all individuals who volunteer in the classroom.
- Attends pre-and in-service training and other training as required.
- Participates in new staff orientation/mentoring activities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Knowledge and Abilities**

KNOWLEDGE of: Teaching methods and techniques related to the school's instructional plan; institutionally appropriate approaches for the assigned classroom; specific ability to fulfill responsibilities for the age group assigned; maintains a safe and sanitary classroom and outdoor environment in accordance with the Department of Social Services licensing regulations; incorporates various cultural experiences reflective of all of the enrolled children into the daily classroom setting following the guidelines of bilingual strategies and the Head Start Multi-cultural Principles; provides children with a culturally relevant, developmentally appropriate learning environment which leads to increased social, cognitive, physical, and emotional competence and development.

ABILITY to: Accept supervision and work harmoniously with the staff; support school/program staff in planning and implementation of instructional program and related activities; show care and concern for students in an educationally appropriate manner; maintain appropriate confidentiality about the status of students and classroom activities; understand, implement, and give oral and written directions in English; work cooperatively with administration, other employees and the public; contribute to the successful fulfillment of the District Mission; conduct responsibilities of the position based on information and instructions provided in English; learn and appropriately apply District policies and procedures and other regulations related to the position; learn and apply current technology to assigned duties.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or



pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

**Minimum Qualifications**

Experience One year of work experience in a school or youth organization; or one year of experience in working with pre-school aged children.

Education High School diploma or equivalent

Must have one of the following:

Complete two years of study (48 semester units) at an institution of higher education; or obtain an associate's (or higher) degree from an institution of higher education or pass a local assessment test demonstrating knowledge of and the ability to assist in instructing reading, writing, and mathematics.

Must have a minimum of six units in the field of Child Development/ Early Childhood Education.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

Certificates

Valid CDL

Clearances

DOJ/FBI Background Clearance  
Immunizations (Influenza vaccine, Pertussis, Measles)  
TB Clearance  
Physical Demands (B)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 11