

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

### **Paraprofessional- Community Based**

#### **Purpose Statement**

The job of Paraprofessional- Community Based was established for the purpose/s to assist in providing instruction to a diverse range of individuals or small groups of learning disabled, orthopedically impaired, severely disabled and/or communicatively disabled students in a classroom or in the community; under the direction of an assigned supervisor, monitor and report student progress regarding behavior and performance to assist in implementing, continuing or expanding practices to raise student achievement; perform a variety of clerical duties, as assigned.

This job reports to site Principal or designee.

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#### **Essential Functions**

- Tutor a diverse range of individuals or small groups of students with disabilities; monitor practices and related activities under indirect supervision to assist in implementing, continuing or expanding practices to raise student achievement.
- Assist in preparing lessons and instructional materials for individual student; maintain daily records of student performance under indirect supervision; confer with teachers concerning programs and materials to meet individual student needs.
- Transport or accompany small groups of students and instruct them in community settings under indirect supervision to assist students in demonstrating the character and competencies for workplace success.
- Assist students with personal hygiene as needed.
- Observe and monitor behavior of students according to approved procedures to assist students to achieve their personal best; report progress regarding student performance and behavior.
- Provide instruction and assistance to disabled students in social, self-help and community skills.
- Perform a variety of clerical duties including but not limited to typing, copying materials, ordering supplies and recording grades.
- Participate in meetings and in service training to assist the teacher in providing high quality education to students.

- Provide support to teacher by setting up work areas, displays and exhibits, operating audiovisual and/ or training equipment, and distributing and collecting papers and supplies to provide students access to professional options and a variety of activities.
- Perform specialized duties to assist in educating students at a high level including but not limited to: individualized learning activities, fine or gross motor skills, visual-perception skills, art work, physical development and fitness, communication and vocational skills; assist with activities related to occupational training; assist with stimulating children to be reactive; assist with bracing and unbracing artificial limbs, standing and tilt tables and hand splints; assist teacher with ongoing diagnostic process; provide drill and practice in auditory discrimination.

#### **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:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; issues and requirements of students with communication disorders; basic subjects taught in District school; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; basic record keeping techniques; safe practices in classroom and playground activities.

**ABILITY:** Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; assist certificated staff with instruction and related activities for learning disabled students; assist a diverse range of students in developing self-help and social skills; communicate, understand and follow both oral and written directions effectively; lift, and restrain students according to approved policies; operate instructional and office equipment; learn basic computer skills as trained including programs that apply to current work; communicate using patience and courtesy in a manner that reflects positively on the organization; actively participate in meeting District goals and outcomes; apply integrity and trust in all situations; learn district organization, operations, policies, objectives and goals.

### **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 40% sitting, 30% walking, and 30% standing. The job is performed in a generally hazard free environment.

### **Minimum Qualifications**

**Experience** Two years of experience as a Paraprofessional

**Education** High School diploma or equivalent.

Completion of forty-eight units from a nationally accredited college or university, or A.A. degree or higher; or passage of a local assessment test

Minimum of 6 units in the field of Child Development/ Early Childhood Education if for a preschool position.

#### **Required Testing**

Pre-employment Proficiency Test

Pre-employment Physical exam

#### **Continuing Educ./Training**

CPR/First Aid

#### **Certificates**

Valid CDL

CPR/First Aid Certificates

#### **Clearances**

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands

#### **FLSA Status**

Non Exempt

#### **Approval Date**

#### **Salary Range**

Classified Salary Schedule—Range 24