



## **MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION**

### **REGULAR MEETING AGENDA ITEM COVER PAGE**

**Meeting Date:** April 18, 2018

**Agenda Item:**

Discuss and approve New Classified Job Description of Paraprofessional-Youth Care Facilitator and Classified Salary Recommendation.

**Agenda Placement:**

Action

**Background:**

District administration has presented the Personnel Commission with new duties for a classified position with the proposed title of Paraprofessional-Youth Care Facilitator. Personnel Commission rules 3.1.1 and 3.1.3, 3.2.1 thru 3.2.6 state that it is the responsibility of the Personnel Commission to classify duties of new or reorganized positions approved by the Board of Trustees into either established classifications, recommend a new classification or exempt the new position duties from the classified service.

**Recommendation:**

It is recommended that the New Classified Job Description of Paraprofessional-Youth Care Facilitator and Classified Salary Recommendation of Range 24, Salary \$17.56 hourly - \$22.98 hourly be approved as presented.

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

## **Paraprofessional-Youth Care Facilitator**

### **Purpose Statement**

Under the direction of the Community Services and Parent Resource Centers Director, the Paraprofessional - Youth Care Facilitator will assist in the supervision of enrichment activities, and recreational activities. Activities are performed indoors and outdoors at multiple school sites.

This job reports to the Director-Community Services and Parent Resource Centers.

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### **Essential Functions**

- Prepare workstations or areas for activities.
- Set up and arranges supplies and equipment in the classroom as directed.
- Observes activities of children and maintains order; supervise and monitor the safety of children/youth in their care.
- Oversee, plan and coordinate a variety of activities at the Parent Resource Centers and school sites.
- Communicate with parents, personnel, and others to provide information on program activities, student progress, or other related concerns.
- Develop and implement age-appropriate activities, learning experiences and interactions to develop a variety of skills and enhance self-esteem and foster independence in support of student achievement.
- Actively supervise activities of students in the classroom and during outdoor activities.
- Plan and coordinate indoor and outdoor activities; enforce playground rules; mediate disputes, reinforce appropriate conduct; and oversee cleanup activities.
- Ensure that program policies and procedures are followed during childcare worktime.
- Order supplies for instructional activities.
- Prepare snacks for children.
- Provide care for infants, toddlers, preschool and grade school children.
- Establish schedules and routines to ensure that children are provided with enough physical activity, rest and playtime.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Parent Resource Centers.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

**SKILLS:** Specific skilled-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations.

**KNOWLEDGE OF:** Basic child development and general signs of healthy social/emotional functioning; interpersonal skills using tact, patience and courtesy; reading and writing communication skills; safety and health practices and precautions; correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:** Function as a supportive, non-threatening, non-judgemental caretaker capable of active listening and conducting non-directive and/ or directive play; communicate, understand and follow both oral and written directions effectively; establish and maintain cooperative and effective working relationships with a diverse range of people; determine appropriate action within clearly defined guidelines; communicate using patience and courtesy in a manner that reflects positively on the organization; apply integrity and trust in all situations; learn District organization, operations, policies, objectives and goals.

### **Responsibility**

Responsibilities include: providing information and/or advising others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 70% walking, and 15% standing. Indoor and outdoor environment. Constant interruption. 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; preferably experience working with children of various age groups.

**Education:** High School diploma or equivalent and one of the following:

Completion of at least two years of study at an institution of higher education from an accredited college or university. Two years of study means the equivalent of full-time study (12 units) per semester, for a total of 48 credit (units) Twelve of the 48 units must be in child development, or early childhood education or closely related field. (certified transcripts required) **Or;**

Possession of an associate's degree or higher. (certified transcripts required) **Or;**

Passage of a local assessment, which meets federal requirements of Every Student Succeed Act (ESSA 2015) (proof of certification required).

### **Required Testing**

Pre-employment Proficiency Test

### **Certificates**

Valid First Aid and CPR Certificate

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

None Specified

### **Clearances**

DOJ/FBI Background Clearance

TB Clearance

Immunizations (Influenza vaccine, Pertussis, Measles)

Physical Demands (B)

FLSA Status

Approval Date

Salary Range

Non Exempt