

GRANT FUNDED POSITION

POSITION: Paraeducator – After School Program
WORK SITE: Huron Middle School
DISTRICT: Coalinga-Huron Unified School District
SCHEDULE: Monday – Friday 3:00 p.m. – 5:00 p.m. (hours/days may vary)
HOURLY: \$12.56 - \$16.04 per hour
DEADLINE: Open Until Filled

APPLICATION PROCEDURE:

Submit FCOE classified application, resume, formal letter of interest, and three letters of recommendation (*The three letters of recommendation must be dated within eighteen (18) months of the closing date of the position*) and a copy of a Valid California Drivers License, units and/or degree. The Paraeducator position requires 48 semester units, an Associate's degree, CBEST or the Paraeducator Exam administered by FCOE Consortium. Submit application and all required supplements to:

**FRESNO COUNTY OFFICE OF EDUCATION
HUMAN RESOURCES
1111 VAN NESS
FRESNO, CA 93721-2000**

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and provide routine clerical support.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and assignments in various subjects.

Provide classroom support to the teacher by setting up work areas and displays and distributing and collecting paper, supplies and materials; confer with teachers concerning lesson plans and materials to meet student needs; present instructional materials.

Administer various tests as directed; grade student tests and assignments; record grades.

Assist students in completing classroom assignments, homework and projects; assure student understanding of classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties such as preparing instructional materials, duplicating materials, preparing lists and other documents, processing forms and applications, taking role and maintaining records and files; compile information and materials and prepare reports as requested.

Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior.

Operate a variety of office and classroom equipment including a copier, laminator, typewriter, computer and assigned software.

Read age-appropriate stories to students; assist students with enhancing reading skills and pronouncing words and sounds as assigned.

Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out toys and instructional materials.

Communicate with County Office personnel to exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices; Safe practices in classroom and playground activities; Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading; Basic instructional methods and techniques; Correct English usage, grammar, spelling, punctuation and vocabulary; Classroom procedures and appropriate student conduct; Operation of standard office and classroom equipment including a computer and assigned software; Oral and written communication skills; Interpersonal skills using tact, patience and courtesy; Basic record-keeping techniques.

ABILITY TO:

Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; Assist in the preparation of instructional materials; Understand and follow oral and written directions; Establish and maintain cooperative and effective working relationships with others; Communicate effectively both orally and in writing; Monitor, observe and report student behavior and progress according to approved policies and procedures; Operate standard office and classroom equipment including a computer and assigned software; Observe health and safety regulations; Perform clerical duties related to classroom activities; Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School Diploma, General Education Degree (GED) or State High School Proficiency certificate supplemented by an Associate's or higher degree and sufficient training and experience to demonstrate the knowledge and abilities listed above. Two years of study at an institute of higher education equivalent to 48 semester units or successful completion of the county office adopted Paraeducator Academic Assessment may be substituted for the Associate's degree.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of FCOE Paraeducator Academic Assessment (when applicable) prior to employment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

PHYSICAL DEMANDS:

Sitting, standing or walking for extended periods of time. Manual dexterity and coordination sufficient to operate classroom equipment and to lead students in motor skills development activities; handle and/or feel; reach with hands and arms; hearing and speaking sufficient to communicate with students teachers, staff and parents; seeing to read a variety of materials; bending at the waist, kneeling or crouching; climb or balance; understandable voice and speech patterns; 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.

APPLICANT NOTE:

The first part of the selection process will be an evaluation of education/ training and experience. The information you provide will be used by a committee of technical experts to evaluate your overall qualifications for this position. Based on the results of the evaluation process, the top-scoring candidates will be invited to participate in an oral interview. *Should you require disability-related accommodations for the interview, please request assistance in advance.*

Please submit one application per position. Letter of intent or resume will not be acceptable in lieu of application. The three letters of recommendation must be dated within eighteen (18) months of the closing date of this position. Printed: March 12, 2010