



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## PARAPROFESSIONAL – EARLY EDUCATION

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of instructional activities for preschool age children; assist the classroom teacher in presenting intensified learning experiences; performs basic clerical tasks for instructional personnel; perform other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Prepare, organize and implement learning opportunities.
- Assist in planning and designing activities appropriate for an early education program.
- Perform routine clerical tasks such as taking roll, correcting papers, filling out forms, recording scores and grades.
- Read stories, play games, and work with children at appropriate developmental levels.
- Perform a variety of tasks related to the operation of the program, including preparation of instructional materials, maintaining a clean learning environment and preparing snacks.
- Clean-up activities and serving lunch.
- Assist in supervision of children at all times and maintain control of student behavior in the classroom, cafeteria, playground, or general premises.
- May work with children with special needs.
- Assists students with toileting needs.
- Prepare room environment by assisting with bulletin boards, charts, labels and displays as instructed.
- Distribute and account for equipment and other assigned materials.
- Maintain and respect confidentiality of student information.
- Perform other job-related duties as assigned and/or as required.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Theory and practice of early childhood education; operation of a preschool and/or infant toddler program.
- Children's games and activities.
- Simple record keeping and office procedures.
- Standard office equipment.
- The general needs and behavior of children.
- Correct English usage, spelling, grammar, and punctuation; methods, practices and terminology used in instruction.
- Ability to speak, read and write Spanish is desirable.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

#### ABILITY TO:

- Understand the needs of young children.
- Possess a genuine liking for children.
- Communicate with children and motivate them to participate in learning activities.
- Supervise the activities of children enrolled in a child development program.
- Establish and maintain a safe and healthful environment.
- Maintain basic files and records.
- Learn and apply school policies.
- Communicate effectively.
- Follow oral and written directions.
- Work effectively and efficiently with a widely diverse group of individuals, including students, parents, administrators and teachers.

#### **EDUCATION AND EXPERIENCE:**

##### EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree. Verification of 12 college semester units in early childhood education/development core classes.

##### EXPERIENCE:

Experience working in a preschool or child development classroom setting is desirable. Recent job-related experience within the last five years is required.

#### **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's License.
- A current standard Pediatric Red Cross First Aid certificate and a current Pediatric CPR certificate are required at the time of employment and must be kept current as a condition of employment. A current Preventative Health Practices certificate is required at the time of employment or within the first four months of employment\*.
- Insurability by the District's liability insurance carrier may be required.

#### **PREFERRED QUALIFICATIONS:**

A minimum of 3 units within the area of infant/toddler is preferred, but not required.

#### **WORKING CONDITIONS:**

##### ENVIRONMENT:

Indoor/Outdoor work environment.

##### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will infrequently exert 10 to 35 pounds of force to lift, carry, push, pull, or otherwise move objects.

- Will sit most of the time, but may walk or stand for extended periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Potential contact with blood or bodily fluids.

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