

CLASSIFICATION TITLE: *Para-Educator of Infants*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

To assist the classroom teacher in all areas as assigned and to assist in maintaining a classroom conducive to learning. To assist, either in a small group or one-on-one, the implementation of Individualized Family Service Plan (IFSP).

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the classroom teacher and the general supervision of the Senior Coordinator, SELPA and overall supervision of the Assistant Superintendent of SELPA.

SUPERVISION OVER: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Student/Family Support:

Assists with the instruction of children and their families on a one-on-one basis or in a small group setting; implements goals and objectives established by the IFSP for the child and family in a center or home based setting with or without direct staff supervision; uses appropriate classroom materials to create an activity to promote skills specific to the child's developmental level; relays family needs and concerns to the immediate supervisor in a timely fashion; provides transportation to the center-based program for the child and family using a County vehicle in a safe and responsible manner; performs whatever duties are necessary to assure the health and safety of the students; provide information to children and/or their parents about the Medi-Cal system and where and how to access applications; inform children and/or their parents about medical services through school or in the local community; refer children to medical services covered by Medi-Cal (Part of SST process); provide health-related information to children and/or their parents; identify at risk children and families and refer them to the proper agencies for services; assist families and students with paperwork necessary to complete Medi-Cal and/or Healthy Families applications.

Program/Staff Support:

Performs a variety of classroom related clerical duties, such as: preparing and maintaining records and files; copying and distributing records and files; and maintaining inventory of classroom supplies; prepares instructional materials by cutting, pasting, designing, duplicating materials, setting up materials and equipment, disinfecting and storing equipment; assists in maintaining a clean and orderly classroom; participates in educational team meetings as requested by the Infant Program Coordinator or supervising teacher; copy and distribute Medi-Cal information to children and their families; clerical support for Medi-Cal eligibility outreach and for health service referrals.

Recordkeeping:

Perform contract duties for health services, including identify, recruiting, contracting, and monitoring contract. Contracts may be for Medi-Cal populations only or Medi-Cal and non Medi-Cal populations; assist with Claiming plan process of MAA Program; monitor ongoing MAA process and MAA contract; ensure staff understanding of MAA Program; prepare financial data and other data required for MAA claiming; distribute and Collect MAA program information to other staff members.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

High School diploma or equivalent; AA degree in Early Childhood Education or minimum of 6 ECE units or equivalent experience; must have completed one of the following at the time of hiring, pursuant to the No Child Left Behind Act (NCLB): 1) an associate's degree (or higher); or, 48 semester units of higher education; or, passing score on the paraprofessional exam; experience working with infants, toddlers and their families in a home or day care setting.

License Requirements:

Possession of a valid California driver's license and proof of insurability to drive from site to site.

Desirable Qualifications:

Certification in CPR and First Aid; expressive and receptive second language or sign language.

Knowledge of:

Developmentally appropriate practices for infants birth to age 3 years; positive discipline and behavior management techniques; correct English usage, grammar, spelling, punctuation and vocabulary; maintaining a physically safe environment in the Infant Program Center or home; record-keeping techniques; interpersonal skills necessary to work successfully with infants, parents, and staff; special needs and limitations of individuals with disabilities.

Ability to:

Understand and follow both oral and written instructions; communicate effectively with families, staff and other agency staff and maintain effective working relationship; assist in monitoring and reporting progress of infants in achieving developmental milestones; work with infants and their families in the home or center; handle confidential material and information with complete security; assist with any instruction and related activities in any learning environment; operate work related office equipment, including a computer; understand the process of curriculum development for infants and toddlers with developmental disabilities; respect and value diverse cultures, languages, lifestyles and family configurations; possess a valid California driver's license; read, understand and promote the philosophy of the Infant Program.

Special Requirements:

Essential duties require, but are not limited to, the following physical abilities:

Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments; physically able to operate a variety of office equipment; must be able to drive a vehicle to transport students; facility to sit at a desk, table, on low chairs, on the floor or on mats, or in classrooms of various configurations for extended periods of time; facility to see, read and distinguish colors, a computer screen, educational materials, books and other printed matter, with or without vision aids; manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands; facility to hear and understand speech at normal classroom levels and outdoors, and to hear and understand speech on the telephone; facility to speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone; facility to move quickly on uneven terrain, play yards, and school grounds; facility to push wheelchairs or pull wagons with students; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

NOTE:

The County Superintendent of Schools, or designee, retains the right to assign Para-Educators to various classroom locations in accordance with Article VIII of the agreement between the Sutter County Board of Education, Sutter County Superintendent of Schools Office, and CSEA Chapter 634.