INFORMATION SHEET 06.14.2022 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

Prepared by: Emily Stroup

Re: Proposed New Job Description and Salary Schedule Placement -
Paraprofessional Early Childhood Education I/II, Classified Range 93 and 95

The District is proposing the addition of the following Classified position:

Paraprofessional Early Childhood Education I/II

It is recommended that the position be placed on the Classified Salary Schedule, Range 93 and 95.

RECOMMENDATION:
Approval of the Proposed New Job Description and Salary Schedule Placement - Paraprofessional Early Childhood Education I/II, Classified Range 93 and 95

JOB DESCRIPTION

POSITION: Paraprofessional Early Childhood Education (I/II)
SALARY PLACEMENT: Classified Salary Schedule

SUMMARY OF POSITION:
Under general supervision of a certificated teacher or administrator, assists instructional personnel in the administration of transitional kindergarten learning and enrichment experiences to students individually or in small groups; performs related duties as assigned.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
- Paraprofessional ECE I: High school diploma or equivalent, 48 college units or an Associate of Arts degree or higher, and pass proficiency requirements established by the District.
- Paraprofessional ECE II: High school diploma or equivalent, 48 college units or an Associate of Arts degree or higher, a minimum of 12 Early Childhood Education units, and pass proficiency requirements established by the District.

MINIMUM EXPERIENCE:
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to gain the knowledge, skills, and abilities required of this position would be:
- Possession of a high school diploma, or its equivalent
- AA Degree, or 48 college units
- Minimum of 12 Early Childhood Education units (required for placement as a Paraprofessional ECE II)
- Possession of a Paraprofessional Certificate
- One year experience working with children ages 4-6 years

CREDENTIALS AND/OR SKILLS AND ABILITIES:
Knowledge of:
- Concepts of child growth, development and behavior characteristics of school age children.
- Student behavior management strategies and techniques.
- Health and safety regulations as related to the position.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Correct English usage, including spelling, grammar, and punctuation.

Ability to:
- Appropriately manage student behavior and guide students toward acceptable social behavior.
- Implement learning activities for students.
- Adapt basic teaching techniques and methods to support the teacher.

- Maintain a healthy and safe environment.
- Understand and follow oral and written instructions.
- Monitor and assist students.
- Demonstrate an understanding, patient, warm and receptive attitude toward students.
- Understand and apply rules, regulations, procedures and policies.
- Communicate effectively in the English language, both in oral and written form.
- Maintain confidentiality of sensitive and privileged information.
- Establish and maintain effective positive working relationships with students, staff, parents, teachers, and administrators.

ESSENTIAL FUNCTIONS:

Essential functions may include, but not limited to:

- Collaborates with the teacher on the implementation of classroom learning that promotes an inclusive, positive, motivating and educationally rich environment.
- Assists with the instruction of students in small groups and as a class collaboratively.
- Implements and modifies transitional kindergarten curriculum such as learning materials and activities, as directed by the teacher.
- Evaluates and identifies each student's readiness skills according to age, ability and interest as directed by the teacher.
- Collects anecdotal notes and other data such as student behavior observations and assessment results for the purpose of providing information to the teacher or other district personnel.
- Assists in the preparation of a welcoming and stimulating classroom environment including consideration of safety and support for children in the classroom, during lunch, and on the playground.
- Assists students with washing, diaper changing and toileting, and other personal care activities as needed.
- Implements standards set by the teacher of appropriate student behavior for the purpose of achieving effective participation in activities; providing a safe and optimal learning environment.
- Operates classroom equipment including audio/visual devices and various forms of classroom technology.
- Attends trainings and meetings for the purpose of conveying and/or gathering information required to perform functions and receiving updated current information on best practices.
- Performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO:

School Site Principal

PHYSICAL ENVIRONMENT:

Must be able to stand, walk, sit and lift up to 25 lbs. (i.e., supplies, etc.), bend, twist, reach and stretch, elbow flexion and extension, should extension and flexion, back lateral flexion, able to operate office machines and equipment, demonstrate manual dexterity necessary to operate calculator, typewriter, and computer keyboard, clear vision and hearing.

WORK ENVIRONMENT:

Employees in this position will be required to work primarily indoors in an educational and standard environment. Employees will come in contact with students, parents, and school district staff.

BOARD APPROVED:

DRAFT

2021-2022 CLASSIFIED HOURLY SALARY SCHEDULE

RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	Campus Aide	201	$13.65	$14.32	$15.06	$15.81	$16.59
20	Food Service Worker I	201	$14.92	$15.66	$16.44	$17.27	$18.12
30	Instructional Aide	201	$14.78	$15.51	$16.28	$17.10	$17.95
40	Clerk I	201	$15.36	$16.12	$16.91	$17.78	$18.66
50	Food Service Clerk I	201	$15.26	$16.00	$16.79	$17.66	$18.53
55	Community Liaison	201	$15.49	$16.24	$17.04	$17.92	$18.81
60	Instruction Aide Bilingual	201	$15.46	$16.23	$17.05	$17.90	$18.81
70	Food Service Worker II	201	$15.64	$16.42	$17.25	$18.10	$19.02
80	*Instructional Aide Special Education	201	$15.70	$16.51	$17.32	$18.20	$19.10
90	Paraprofessional (AA Degree Required)	201	$15.97	$16.76	$17.60	$18.49	$19.41
93	Paraprofessional - ECE I (AA Degree Required)	201	$15.97	$16.76	$17.60	$18.49	$19.41
95	Paraprofessional - ECE II (AA Degree and min 12 ECE Units Required)	201	$17.67	$18.55	$19.47	$20.45	$21.48
100	Paraprofessional - ELD (AA Degree Required)	201	$15.97	$16.76	$17.60	$18.49	$19.41
110	Paraprofessional - Special Education (AA Degree Required)	201	$15.97	$16.76	$17.60	$18.49	$19.41
115	Behavior Intervention Technician - Special Ed	201	$15.97	$16.76	$17.60	$18.49	$19.41
120	Cook/Baker	201	$16.67	$17.51	$18.39	$19.31	$20.29
130	**Custodian	261	$17.18	$18.05	$18.95	$19.91	$20.89
140	Library Aide I	201	$17.20	$18.07	$18.97	$19.93	$20.93
150	Clerk II	204	$17.30	$18.17	$19.08	$20.03	$21.03
160	Food Service Clerk II	204	$17.30	$18.17	$19.08	$20.03	$21.03
170	Receptionist/Substitute Placement Clerk	251	$17.30	$18.17	$19.08	$20.03	$21.03
175	Computer Technician	251	$17.44	$18.31	$19.23	$20.19	$21.20
180	Library Aide II - AA	201	$17.67	$18.55	$19.47	$20.45	$21.48
190	Library Aide III - BA	201	$18.13	$19.02	$20.00	$20.99	$22.04
200	Bustodian	261	$21.77	$22.72	$23.75	$24.80	$25.91
201	Bus Driver	201	$21.77	$22.72	$23.75	$24.80	$25.91
210	**Head Custodian	261	$19.57	$20.56	$21.59	$22.66	$23.80
220	**Landscaper-Groundskeeper	261	$19.63	$20.62	$21.65	$22.73	$23.88
230	Account Clerk	251	$20.49	$21.52	$22.59	$23.73	$24.91
240	Secretary I	224	$20.49	$21.52	$22.59	$23.73	$24.91
250	Mechanic	261	$27.58	$28.95	$30.40	$31.90	$33.51
255	Speech Language Path Asst	201	$25.10	$27.66	$29.07	$30.50	$32.11
270	Intervention Specialist	201	$28.78				
290	Bus Driver Trainer		$59.11				