

# MONTEREY COUNTY OFFICE OF EDUCATION

## INSTRUCTIONAL PARAPROFESSIONAL - INFANT/ PROGRAM

**CLASSIFICATION:** Classified

**SALARY LEVEL:** 33

**WORK YEAR:**

### **DEFINITION:**

Under the general direction of the Director, the Instructional Paraprofessional Infant Program is responsible for assisting teachers and therapists by serving the children, birth to age 3 enrolled in the Early Start program and their families; implements developmental activities with children and works with families during home visits, center-based visits, individual, group and class settings; performs a wide variety of basic clerical and general office duties; assists in the routine administrative activities of a school/program office.

### **SUPERVISOR:**

Director - SPED

### **POSITIONS SUPERVISED:**

None

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- In coordination with certificated staff, plan and prepare, equipment and materials for home visits, center-based visits, individual and group activities and classes
- Conducts lessons and activities as assigned by the teacher
- Schedules visits, activities, and classes for assigned infants and families
- Accompanies teacher on home visits, interpreting English/Spanish as necessary
- Demonstrates and models strategies to support child development through play and interaction with the child and family while implementing lesson plans
- Maintains a lending library of toys, equipment and supplies for participating infants, families, and staff; maintains inventory
- Maintains in good repair, organizes, stores, and prepares toys and resources for use in activities
- Assists in making materials needed by program teachers
- Interprets for families and staff members during assessments, home visits, lessons, classes, phone calls, and during six (6) month reviews and amendment meetings
- Translates simple notes, home visit forms, and other parent communications

- Maintains ongoing communication with families to coordinate program and community services
- Tracks student eligible medical support and inputs data
- Completes forms, logs and paperwork required for MediCal reporting
- Assists certificated staff in administering a variety of formal and informal assessments
- Completes various logs and forms regarding services delivered and/or required for students and families
- Collects and reviews student data such as strengths, methods, strategies best used in support of goals
- Supports the establishment and maintenance of a system of files and records (e.g. Student intake, emergency information, medical requirements, individual and group activities, attendance); requests records from organizations as necessary
- Monitors student progress and completes records accurately
- Participates physically with infants in activities as needed
- Supervises infants as directed
- Assists in the management and housekeeping of the classroom
- Organizes room displays, bulletin boards and interest areas appropriate to the students' goals;
- Assists in ensuring a safe classroom environment
- Frequently travels within Monterey County visiting school sites, attending meetings and making home visits
- Complies with the Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations

**OTHER DUTIES:**

Performs other job-related duties as assigned

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 45 pounds and 100 pounds with assistance; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination of education equivalent to a high school diploma
- Any combination of post-secondary education, experience and training in working with infants or toddlers with a variety of disabilities, which has provided the applicant with the required knowledge and abilities to successfully perform job duties

**Knowledge of:**

- Modern office procedures and practices, including filing systems, reception and telephone techniques
- Computer application software that includes word processing

- First Aid
- Universal health precautions
- Specialized training appropriate for area of assignment
- Strong English verbal and written communication skills including spelling, grammar and punctuation
- Strong Spanish verbal and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques

**Skills and Abilities:**

- Design, prepare and/or adapt instructional resource materials in a support capacity
- Execute clerical procedures and directives in accordance with assigned duties
- Operate a variety of office equipment and machines
- Utilize and apply the technology of word processing
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English and Spanish, clearly and concisely, both orally in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with young children with disabilities and their families
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by infant
- Maintain cultural awareness and sensitivity to work with differing attitudes and lifestyles
- Manage time and organize and schedule work day
- Handle information in a discreet and confidential manner
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Analyze situations accurately and adopt an effective course of action
- Understand and carry out oral and written directions
- Work under general supervision and function effectively within a team setting
- Physically participate in activities in the home and classroom environments
- Use correct procedures for lifting and correctly positioning on/in specialized equipment used by student
- Operate a vehicle safely and efficiently

**Desirable Qualifications:**

- Coursework in education, psychology, child development, classroom behavioral management and/or Early Childhood Education
- Experience working with infants and children
- Knowledge of the principals of infant & child development

**Licenses and Certifications:**

- Possession of an appropriate, valid California Driver's License, and evidence of insurability
- Passing score on the MCOE Spanish Language Competency Test
- First Aid
- CPR certification, appropriate for the assigned age group, within six (6) months of employment
- Complete approved MCOE Crisis Intervention Program within six (6) months of employment

**Available Pay Stipends:**

- There is a 5% pay differential for Specialized Health Care Procedures if assigned to specific students and trained by MCOE
- There is a \$500 stipend for certification and willingness to administer emergency medications/ procedures as defined by contract

Revised 10-10-16