



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 03-2025/26
DOCUMENT NO. 01-2025/26
DATED: 07/23/2025

PARAPROFESSIONAL AIDE – TK/KINDERGARTEN

DEPARTMENT/SITE: District School Site

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 22

WORK CALENDAR: 204

REPORTS TO: Site Principal or Designee

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the site Principal or Designee, the Paraprofessional Aide-TK/Kindergarten provides support to the instructional program within an assigned classroom with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teachers and staff. The incumbents in this classification provide the school community with instructional support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

The Paraprofessional – TK/Kindergarten is an entry-level classification in the Paraprofessional series. Positions in this class are specifically assigned to support the instructional program in Transitional Kindergarten and Kindergarten classrooms. Employees in this role assist teachers in delivering developmentally appropriate activities, reinforcing learning concepts, and promoting social-emotional growth in young learners.

This classification is distinguished from other Paraprofessional roles by its exclusive focus on early childhood education. Unlike other Paraprofessionals who may support specialized instructional areas or students with disabilities, the Paraprofessional – TK/Kindergarten provides general classroom assistance tailored to the unique needs of early learners.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification.

Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in collecting observations for Desired Results Development Profile (DRDP) assessments under the direction of the supervising teacher to support and reinforce classroom objectives.
- Assists students, individually or in small groups, with lesson assignments (e.g., reads stories, listens to students read, provides writing assistance, reinforces English lessons, provides spelling practice, facilitates activities and computer learning programs) to practice and/or reinforce learning concepts and to assist students in reaching academic goals and grade level standards.
- Assists students with personal hygiene, including washing hands and faces; toilets students, assists with potty training, and changes diapers and clothing as needed; provides lifting assistance as needed.

- Attends meetings and in-service presentations to acquire and/or convey information relative to job functions.
- Communicates with supervising instructional staff about concerns regarding observed academic needs.
- Implements, under the supervision of the assigned teacher, instructional programs and lesson plans to present and/or reinforce learning concepts.
- Maintains classroom equipment, work area, and manual files and records to ensure availability of items, provide written reference, and provide a safe learning environment and/or meet mandated requirements.
- Monitors and redirects behaviors of individual and/or groups of students in various settings (e.g., classroom, playground, field trips, library, lunchroom, bus loading/unloading) to provide a safe and positive learning environment.
- Supports classroom teachers and other school personnel and encourages compliance for participation of the implementation of curriculum and teaching methodologies; assists with student testing.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles of child development, instructional processes
- General purposes and goals of public education
- Techniques used in directing, disciplining, and motivating students
- Basic recordkeeping techniques
- Classroom management techniques and playground rules
- Safety practices and procedures

Skills and Abilities to:

- Perform basic clerical functions
- Perform basic arithmetic calculations
- Operate standard office equipment
- Use English in both written and verbal form, use correct grammar, punctuation, and spelling
- Interpersonal skills using tact, patience, and courtesy with students, administration, and staff
- Actively move around the play field, playground, or campus for extended periods
- Understand and carry out oral and written instructions
- Maintain the confidentiality of student records
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain a safe environment for students
- Establish and maintain effective working relationships with staff, students, and the public

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent. Completion of 48 units from a nationally accredited college or university; or an A.A. degree or higher, or the passage of a local assessment test.

EXPERIENCE REQUIRED:

One (1) year of experience working with children in an organized educational setting, childcare setting, or community youth organization.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After the offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work takes place indoors and outdoors, and requires sitting, standing, or walking for extended periods of time
- Lift or carry items such as boxes of supplies and materials up to 25 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to see/read instructional materials and to supervise students