

June 18, 2018



RECRUITMENT ANNOUNCEMENT

JOB TITLE: Family Support Paraprofessional – Sonoma County
Bilingual/biliterate in English/Spanish Required

This is a Pre-K Position. Those assigned to work with the Pre-K age group are required, at a minimum, to possess a Child Development Associate Teacher Permit or higher or multiple subject credential.

WORK YEAR: 12 Months/ 218 Days (prorated based on date of hire)/ Full-time,
7 hours per day

START DATE: As soon as possible after interview

**AREA OF
ASSIGNMENT:** Sonoma County

SALARY: Salary Schedule 5, Range 10, \$15.48-\$22.83 per hour,
Placement dependent on experience

TO APPLY: <https://www.edjoin.org/Home/JobPosting/1060746>

BENEFITS: Generous benefits package that includes Medical, Dental, and Vision
for employee and dependents. Sick and vacation leave accrued.

DEADLINE: Monday, July 2, 2018 at 4:00PM

POSITION DESCRIPTION:

Under the direction of the Area Associate Director or designee, the Family Support Paraprofessional provides supplemental academic and support services and advocacy for migrant students in collaboration with parents, schools and community agencies.

EXAMPLES OF DUTIES: (May include, but is not limited to the following.)

1. Promotes, refers, and facilitates parent and student involvement in educational and enrichment activities
2. Supports parent educational activities and trainings
3. Facilitates and organizes the District Migrant Parent Advisory Council Meetings
4. Facilitates access to health educational, and social services and provides transportation as needed
5. Provides supplemental instructional services for PK to Out-of-School Youth in a variety of settings, including the home, before school, during, after and/or Saturday programs as needed
6. Attends staff and local parent meetings as needed
7. Refers and/or recruits potentially eligible migrant students as needed
8. Acts as an advocate and liaison between the home and school and other educational and community agencies
9. Maintains and updates educational and health files for migrant students as needed
10. Completes various forms and reports

11. Encourages and assists parents in enrolling their children into site based programs
12. Completes and maintains required paperwork and records electronically
13. Regularly travels within the assigned area in order to fulfill job duties and may occasionally travel to other areas to assist
14. Completes work accurately, promptly, and meets deadlines
15. Provides transportation as needed

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

1. A.A., A.S.
2. A minimum of one year experience working with students and families in an education, social and/or health related field that reflects the ability to perform the duties described above.
3. Those assigned to work with the Pre K age group are required, at a minimum, to possess a Child Development Associate Teacher Permit or higher or multiple subject credential.

ABILITY TO:

1. Locate available community resources
2. Utilize effective communication and interpersonal skills
3. Facilitate and/or provide presentations
4. Work independently with minimal supervision
5. Maintain required records
6. Function effectively in a multicultural setting
7. Effectively operate and use modern office machines including basic personal computer skills and ability to learn various software programs necessary to carry out job responsibilities
8. Follow verbal and written instructions in English
9. Work a flexible schedule to meet planned programmatic needs
10. Follow BCOE policies and procedures
11. Communicate effectively both orally and in writing in English and the dominant language of the family served
12. Travel in order to fulfill job duties

OTHER:

1. Possession of a valid California Driver's license, verification of current auto insurance with minimum liability coverage and access to reliable transportation

PHYSICAL REQUIREMENTS:

Occasional (less than 25%)

Ability to bend and twist, stoop, and kneel

Ability to lift 40 pounds

Ability to carry 25 pounds

Ability to stand for extended periods of time

Often (25 – 50%)

Sufficient mobility to move about an office

Very Frequent (76%)

Ability to stand and move around an office

Ability to work at a desk, conference table, or in meetings of various configurations

Ability to see for purposes of reading printed matter and observing students and staff

Ability to hear and understand speech at normal levels

Ability to communicate so others will be able to clearly understand

Ability to operate office equipment

Ability to reach in all directions
Ability to safely operate a motor vehicle to travel to work sites

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

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

OTHER:

1. To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.
2. FINGERPRINTING FOR CONDUCTING A BACKGROUND INVESTIGATION IS REQUIRED and completed upon offer of employment.

TO APPLY:

Visit: <https://www.edjoin.org/Home/JobPosting/1060746>

Online applications only; no paper copies will be accepted. All online applications must be accompanied by the following attachments; (incomplete applications will not be accepted):

- **Cover Letter**
- **Resume**
- **Three Letters of Recommendation**
- **Copy of transcripts showing A.A. or A.S. Degree**
- **Child Development Associate Teacher Permit or higher or multiple subject credential.**

For permit information visit: <http://www.ctc.ca.gov/credentials/leaflets/cl797.pdf>

Upon offer of employment official transcripts and verification of a valid driver's license & auto insurance will be required.

E-mail: dbidwell@bcoe.org

Affirmative Action/Equal Employment Opportunity/Handicapped IX Employer
Deaf individuals may use the toll-free California Relay Service (CRS). If you have a TTY: (530) 532-5650. If you do not have a TTY: 1-800-735-2922. Upon CRS connection, ask for 530-532-5785 for more information about this recruitment.