
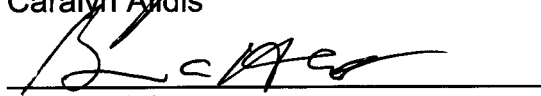
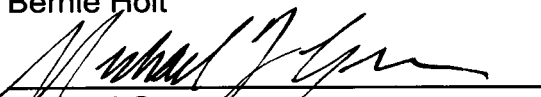



APR 22 6/22/18

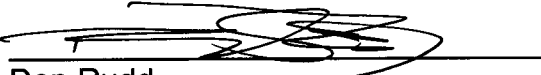
Raquel Ruiz
CSEA Labor Representative

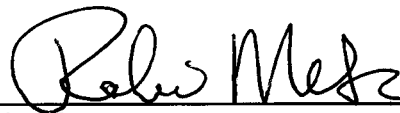

Carolyn Aldis


Bernie Holt

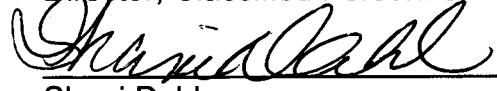

Michael Greep

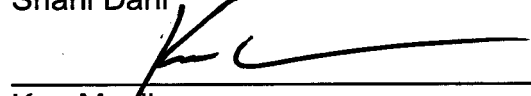

Ana Mendez


Dan Rudd



Robin Mesa
Director, Classified Personnel


Shani Dahl


Ken Mueller

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT (Range 8)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of students in an assigned classroom or lab setting; monitor and report student progress.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of students in an assigned classroom or lab setting; reinforce instruction as directed by the teacher. *E*

Prepare lessons as directed by the teacher; administer and score a variety of tests according to established guidelines. *E*

Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Perform routine clerical duties such as preparation of instructional and classroom materials; operate laminator, computer, thermofax or copier as assigned. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, taking attendance, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. *E*

Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned. *E*

Confer with teachers concerning programs and materials to meet student needs as needed.

Participate in meetings and in-service training programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Lab equipment as assigned by the position.

Safe practices in classroom and playground activities.

Child guidance principles and practices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Assist a certificated teacher with assigned instructional activities.

Assist with instruction and related activities in a classroom or assigned learning environment.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform routine clerical duties in support of classroom activities.

Print and write legibly.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Learn procedures, functions and limitations of assigned duties.

Learn to apply and explain policies and procedures related to school and program activities.

Monitor, observe and report students' behavior according to approved policies and procedures.

Operate instructional, computer lab and other office equipment as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience in working with children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

~~Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).~~

High school diploma or equivalent and must meet one of the following requirements:

- **Two years of higher education study (48 semester units); OR**
- **Associate's or higher degree; OR**
- **Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.**

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor student behavior during classroom activities.

E=Essential duties

Updated 6-21-18

Hearing and speaking to exchange information related to classroom assignments.
Bending at the waist, kneeling or crouching to assist students.
Standing and walking for extended periods of time.

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-BILINGUAL (Range 11)

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instruction to individuals or small groups of limited or non-English speaking students in a classroom; prepare or modify instructional materials and perform clerical duties as assigned; translate for parents and teachers.

REPRESENTATIVE DUTIES:

Assist with instructing and developing lesson plans in English and a second designated language; translate and interpret lessons from English to the designated language. *E*

Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction and following up on specific language, spelling, reading and other subject activities as directed; distribute and collect papers and supplies. *E*

Participate in and provide oral and written translation/interpretation in parent-teacher conferences, various meetings, telephone calls and other District communications with limited or non-English speaking students, parents and family members; translate notes, letters, report cards and other materials as necessary. *E*

Prepare, administer, score/scan and record tests and papers as directed, including proficiency placement tests; maintain student records and files as directed; assist students in reviewing homework assignments and test results. *E*

Perform a variety of clerical duties such as recording grades, assembling materials, taking roll, making phone calls to parents, maintaining records and files and typing and duplicating classroom or testing materials. *E*

Prepare and operate audio-visual, general office equipment and other instructional equipment. *E*

Report progress regarding student performance, attendance and behavior to teachers as requested. *E*

Attend Student Study Team (SST), Individual Education Plan (IEP), Bilingual Advisory Committee (BAC) and other meetings and in-service training related to bilingual curriculum or student-related issues. *E*

Monitor behavior of students at lunch or break periods as assigned.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.

Assist with special events as assigned.

Perform related duties as assigned.

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second language.
Child guidance principles and practices.
Positive behavior reinforcement techniques.
Basic subjects taught in the District schools, including grammar, spelling, language and reading.
Safe practices in classroom activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Reading and writing communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Assist with the instructional and related activities of the assigned learning environment.
Read, write and translate English and a designated second language.
Speak and interpret English and a designated second language.
Establish and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
Demonstrate an understanding, patient and receptive attitude toward individuals from foreign cultures and ethnic communities.
Perform clerical duties such as duplicating and maintaining record and files related to the instructional program.
Print and write legibly.
Understand and follow oral and written directions.
Read, interpret and follow rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Observe and control student behavior according to approved policies and procedures.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Incumbents are required to speak, read and write fluently in a second designated language.
~~Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).~~

High school diploma or equivalent and must meet one of the following requirements:

- **Two years of higher education study (48 semester units); OR**
- **Associate's or higher degree; OR**
- **Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.**

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in a designated second language.

Standing for extended periods of time.

Bending at the waist and kneeling or crouching to provide assistance.

Seeing to read assignments and monitor student activities.

Dexterity of hands and fingers to operate various office and instructional equipment.

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-COMPUTER RESOURCES (Range 10)

BASIC FUNCTION:

Under the direction of the Principal, provide instruction and assistance to students and teachers using computer equipment including laser disk players; operate, adjust, maintain and demonstrate the use of assigned computers and related equipment.

REPRESENTATIVE DUTIES:

Provide instruction and assistance to students and teachers using computer equipment including laser disk players; reinforce classroom curriculum. *E*

Schedule the use of the computer lab; prepare and maintain records and files related to student progress, inventory, use and equipment maintenance. *E*

Prepare, set up and use computer-assisted instructional materials in accordance with program guidelines; confer with teachers concerning student needs and progress; assist teachers with developing computer-related lesson plans. *E*

Operate and adjust a variety of computers and peripheral equipment; turn computers on and off and store required data; report and arrange for repairs according to established guidelines. *E*

Assist in maintaining the computer lab in a clean and orderly condition; store and maintain inventory of available programs, training aids and related materials; order needed supplies and materials; review and recommend software for purchase. *E*

Perform minor repairs and adjustments on computer equipment; clean computer equipment as assigned. *E*

Assure proper care and security of computers; assure that computers, computer programs, tapes and other materials are available for student use. *E*

Participate in meetings, conferences and in-service training programs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation and adjustment of assigned computers and peripheral equipment.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Updated 6-21-18

E=Essential duties

Requirements of maintaining a computer lab in a safe, clean and orderly condition.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Safe practices in work related activities.

ABILITY TO:

Provide instruction and assistance to students in a computer lab.
Plan and schedule use of computer lab.
Learn the procedures, functions and limitations of assigned duties.
Establish and maintain effective working relationships with others.
Monitor, observe and report student progress and behavior.
Operate a variety of computers and peripheral equipment.
Diagnose and repair minor computer problems.
Work independently with little direction.
Understand and follow oral and written directions.
Provide instructional assistance to students in assigned subject areas.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with children including one year of experience in a computer operations function.

LICENSES AND OTHER REQUIREMENTS:

~~Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).~~

High school diploma or equivalent and must meet one of the following requirements:

- **Two years of higher education study (48 semester units); OR**
- **Associate's or higher degree; OR**
- **Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.**

WORKING CONDITIONS:

ENVIRONMENT:

Computer lab or classroom computer center environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and peripheral equipment.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Hearing and speaking to exchange information.
Seeing to view a computer screen and monitor student performance.

HAZARDS:

Extended viewing of computer monitor.

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION I (Range 9)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in providing instruction to individuals or small groups of students in a special education resource learning environment; assist the teacher in meeting the educational needs of learning handicapped students and students enrolled in the Resource Specialist Program (RSP), Special Day Class (SDC) or other students as assigned; perform a variety of clerical duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Instructional Assistant-Special Education I class are assigned to assist and work with learning handicapped, Special Day Class (SDC), Resource Specialist Program (RSP), Infant Preschool Program, Preschool Intervention Program (PIP), or other students as assigned. Incumbents assigned to the Instructional Assistant-Special Education II class work with severely, physically, visually or other handicapped students as assigned. Incumbents perform more physical and medical treatment activities in the performance of daily activities.

REPRESENTATIVE DUTIES:

Tutor individuals or small groups of special education students, reinforcing instruction in reading, mathematics, language arts and other subjects as directed. *E*

Assist the teacher in meeting the educational needs of learning handicapped students and students enrolled in the RSP or SDC program. *E*

Perform a variety of clerical duties such as preparing instructional materials, ordering and storing supplies, recording grades, taking roll and typing and duplicating classroom materials. *E*

Prepare lessons and instructional materials as directed; review worksheets, workbooks and other assignments to evaluate student comprehension of concepts presented. *E*

Assist with meeting the IEP goals of students. *E*

Prepare and assist in maintaining files, attendance and student records and folders as required. *E*

Assist the instructional staff in supervising students inside and outside the classroom; direct group activities of students as assigned. *E*

Provide support to teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

E=Essential duties

Updated 6-21-18

Assist students by providing proper examples, emotional support and general guidance. *E*

Assist in maintaining a clean and orderly learning environment. *E*

Participate in meetings and in-service training programs as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child guidance principles and practices, especially as they relate to students with learning disabilities.

RSP and SDC Program policies and objectives.

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Interpersonal relations skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

ABILITY TO:

Assist the teacher with the instructional and related activities of a special education learning environment.

Assist the teacher in meeting the educational needs of learning handicapped students and students enrolled in the RSP or SDC program.

Demonstrate an understanding, patient and receptive attitude toward children with special needs.

Perform clerical duties such as filing, duplicating and maintaining routine records.

Print and write legibly.

Learn the procedures, functions and limitation of assigned duties.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively orally and in writing with children and adults.

Establish and maintain effective working relationships with others.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years experience working with school age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

~~Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).~~

High school diploma or equivalent and must meet one of the following requirements:

- **Two years of higher education study (48 semester units); OR**
- **Associate's or higher degree; OR**
- **Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.**

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor students.

Hearing and speaking to communicate with students and instructors.

Dexterity of hands and fingers to operate assigned equipment.

Bending at the waist to assist students.

Lifting moderately heavy children.

Kneeling or crouching.

Standing and walking for extended periods of time.

HAZARDS:

Exposure to anti-social behavior.

Exposure to bodily fluids and infectious diseases.

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION II (Range 14)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of severely, physically or visually handicapped students in a classroom; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills.

DISTINGUISHING CHARACTERISTICS:

Incumbents assigned to the Instructional Assistant-Special Education II class work with severely, physically, visually or other handicapped students as assigned. Incumbents perform more physical and medical treatment activities in the performance of daily activities. Incumbents in the Instructional Assistant-Special Education I class are assigned to assist and work with learning handicapped, Special Day Class (SDC), Resource Specialist Program (RSP), Infant Preschool Program, Preschool Intervention Program (PIP), or other students as assigned.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of severely, physically or visually handicapped students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities. *E*

Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program. *E*

Provide instruction and assistance to severely handicapped students in social, self-help, vocational and community skills; assist students in toilet training and personal hygiene such as washing faces and hands; change diapers as needed; assist with feeding students at lunch or snack times as needed. *E*

Assure the health and safety of students by following health and safety practices and procedures; administer first aid and perform medical activities according to established policies, guidelines and procedures; assist with tube feeding, seizures, catheterizations, CPR and other activities as needed. *E*

Assist students on and off the bus; push wheelchairs and lift students as needed. *E*

Observe and control behavior and interaction of students according to approved procedures; restrain abusive students to protect others according to established procedures; report progress regarding student performance and behavior. *E*

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

Operate various medical, exercise, therapeutic, instructional and office equipment; operate communication devices and adaptations to computers as assigned. *E*

Prepare lessons and instructional materials for individual students as directed by the teacher; maintain daily records of achievement. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Oversee student activities; supervise playground activities and movement education as assigned. *E*

Direct group activities of students as assigned. *E*

Participate in meetings and in-service training programs as assigned. *E*

Assist in maintaining a clean and orderly classroom environment. *E*

Modify materials into large print utilizing specialized equipment as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special needs, problems and requirements of severely, physically or visually handicapped students.

Operation of medical, therapeutic, exercise and other equipment as assigned.

Child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

Basic first aid techniques.

ABILITY TO:

Assist a certificated teacher in providing instruction to individual or small groups of severely, physically or visually handicapped students in a classroom;

Assist students in developing self-help, vocational and social skills.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

Communicate effectively with physically and developmentally handicapped children.
Establish and maintain effective working relationships with others.
Communicate effectively both orally and in writing.
Lift, restrain and discipline students according to approved policies and procedures.
Operate instructional and office equipment.
Administer basic first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in working with school-age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

~~Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).~~

High school diploma or equivalent and must meet one of the following requirements:

- **Two years of higher education study (48 semester units); OR**
- **Associate's or higher degree; OR**
- **Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.**

WORKING CONDITIONS:

ENVIRONMENT:

Specialized classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor students.

Hearing and speaking to communicate with students and instructors.

Lifting heavy equipment and students.

Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.

Bending at the waist, kneeling or crouching.

Standing and walking for extended periods of time.

Pushing or pulling wheelchairs.

HAZARDS:

Exposure to anti-social and abusive behavior.

Exposure to bodily fluids and infectious diseases.

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION II – SIGN LANGUAGE (Range 14)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of severely, physically or visually handicapped students in a classroom who use American Sign Language as their primary language; monitor and report student progress regarding behavior and performance; assist students in developing various self-help, social and community skills.

DISTINGUISHING CHARACTERISTICS:

Incumbents assigned to the Instructional Assistant-Special Education II class work with severely, physically, visually or other handicapped students as assigned. Incumbents perform more physical and medical treatment activities in the performance of daily activities. Incumbents in the Instructional Assistant-Special Education I class are assigned to assist and work with learning handicapped, Special Day Class (SDC), Resource Specialist Program (RSP), Infant Preschool Program, Preschool Intervention Program (PIP), or other students as assigned.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of severely, physically or visually handicapped students, reinforcing instruction as directed by the teacher; monitor and oversee student drills, practices and related activities. *E*

Confer with teachers concerning programs and materials to meet student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individualized Education Program. *E*

Provide instruction and assistance to severely handicapped students in social, self-help, vocational and community skills; assist students in toilet training and personal hygiene such as washing faces and hands; change diapers as needed; assist with feeding students at lunch or snack times as needed. *E*

Assure the health and safety of students by following health and safety practices and procedures; administer first aid and perform medical activities according to established policies, guidelines and procedures; assist with tube feeding, seizures, catheterizations, CPR and other activities as needed. *E*

Assist students on and off the bus; push wheelchairs and lift students as needed. *E*

Observe and control behavior and interaction of students according to approved procedures; restrain abusive students to protect others according to established procedures; report progress regarding student performance and behavior. *E*

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

Operate various medical, exercise, therapeutic, instructional and office equipment; operate communication devices and adaptations to computers as assigned. *E*

Prepare lessons and instructional materials for individual students as directed by the teacher; maintain daily records of achievement. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Oversee student activities; supervise playground activities and movement education as assigned. *E*

Direct group activities of students as assigned. *E*

Participate in meetings and in-service training programs as assigned. *E*

Assist in maintaining a clean and orderly classroom environment. *E*

Modify materials into large print utilizing specialized equipment as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special needs, deafness, problems and requirements of severely, physically or visually handicapped students.

Operation of medical, therapeutic, exercise and other equipment as assigned.

Child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Record-keeping techniques.

Classroom procedures and conduct.

Basic first aid techniques.

ABILITY TO:

Assist a certificated teacher in providing instruction to individual or small groups of severely, physically or visually handicapped students in a classroom;

Assist students in developing self-help, vocational and social skills.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Updated 6-21-18

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

Learn the procedures, functions and limitations of assigned duties.
Communicate effectively with physically and developmentally handicapped children and staff using American Sign Language.
Establish and maintain effective working relationships with others.
Communicate effectively in writing.
Lift, restrain and discipline students according to approved policies and procedures.
Operate instructional and office equipment.
Administer basic first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in working with school-age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

~~Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test):~~

High school diploma or equivalent and must meet one of the following requirements:

- Two years of higher education study (48 semester units); OR
- Associate's or higher degree; OR
- Pass equivalent academic assessment test that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

WORKING CONDITIONS:

ENVIRONMENT:

Specialized classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor students.
Hearing and speaking to communicate with students and instructors.
Lifting heavy equipment and students.
Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.
Bending at the waist, kneeling or crouching.
Standing and walking for extended periods of time.
Pushing or pulling wheelchairs.

HAZARDS:

Exposure to anti-social and abusive behavior.
Exposure to bodily fluids and infectious diseases.



California Department of Education Federal Program Monitoring 2017-18 Notification of Findings

May 25, 2018

This is the official Notification of Findings (NOF) report of the review visit conducted by the California Department of Education (CDE). Because the methodology of the review involves sampling, it is not an assessment of all legal requirements. Nevertheless, the local educational agency (LEA) is responsible for operating its federal categorical programs in compliance with all applicable laws and regulations.

Local Educational Agency: Riverside Unified (33672150000000)

Review Date(s): 05/21/2018 - 05/25/2018

Regional Team Leader(s): Beth Anselmi, 916-319-0321

FPM Coordinator(s): Jennifer De Anda, 951-788-7135 Ext. 80212

Program Reviewed	Program Reviewer	Total Findings
Adult Education (AE)	Irene Castorena Krueger	0
Compensatory Education (CE)	Chimeng Yang	1
English Learner (EL)	Elisa Ayala	1

The LEA is required to resolve each Federal Program Monitoring (FPM) finding within 45 calendar days which ends on 07/09/2018. Corrective actions made to resolve findings must be implemented at all sites in the LEA and the new procedures must be used in the future.

When a FPM finding cannot be resolved within this 45 calendar day period, the LEA submits a resolution agreement request using the "Resolution Agreement" process via CMT. Authorized LEA staff may request suggestions from CDE staff on the resolution of findings.

NOTE: Copies of this report were distributed to the Agency. This is a public report and must be made available upon request. (California Public Records Act, Government Code section 6250)

Sites Reviewed	Programs Reviewed
Chemawa Middle (33672156061790)	CE, EL
Highland Elementary (33672156032635)	CE, EL
John W. North High (33672153334406)	CE, EL
Ramona High (33672153336492)	CE, EL
Riverside Adult (33672153336666)	AE



Federal Program Monitoring 2017-18
Notification of Findings
Riverside Unified (3367215000000)

Monitoring Results by Program

Adult Education

No program findings resulted from this monitoring review. No further action is required.

Compensatory Education

1. CE 21: Paraprofessionals Meet Qualifications

Federal law requires that paraprofessionals working in a program supported with Title I funds must have a secondary school diploma, or its recognized equivalent, and possess at least one of the following qualifications:

- (a) They have completed at least two years of study at an institution of higher education.
- (b) They have obtained an associate's or higher degree.
- (c) They have met a rigorous standard of quality and can demonstrate, through a locally determined academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or readiness in those subjects, as appropriate). Additionally, paraprofessionals assigned to programs supported by Title I funds must provide instructional services under the direct supervision of a qualified teacher.

The LEA did not submit a policy to address the above qualifications for paraprofessionals. The LEA indicated that all job descriptions must be negotiated with the Classified Employees Schools Association (CSEA) chapter #506. The LEA will address this issue for paraprofessionals at the next meeting with CSEA in June 2018.

To address the above requirements, the LEA must submit its qualifications for paraprofessionals for review.

English Learner

1. EL 15: Teacher EL Authorization

Teachers assigned to provide English language development and instruction in subject matter courses for English learners must be appropriately authorized or be actively in training for an appropriate EL authorization.

A review of teacher authorizations provided by the LEA demonstrates that Riverside Unified has eight teachers who do not hold the proper EL authorizations.

The LEA must upload documentation which demonstrates that all teachers hold an EL

The means by which a finding is resolved is the responsibility of the LEA unless specified in law. Authorized LEA staff may request suggestions from CDE staff on the resolution of findings.



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authorization approved by the California Commission on Teacher Credentialing (CTC), including, but not limited to, an issued, signed temporary county certificate clearly specifying an EL authorization, regardless of the type of instruction, subject, or number of EL students in the class. If teachers in the LEA are misassigned, the LEA should provide an EL authorized teacher or side-by-side instruction with an EL authorized teacher in all courses assigned to the identified teacher, until the teacher has acquired the appropriate CTC permit.

The means by which a finding is resolved is the responsibility of the LEA unless specified in law. Authorized LEA staff may request suggestions from CDE staff on the resolution of findings.