



SANTA PAULA UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

500 E. Santa Barbara Street, Santa Paula, CA 93060 * (805) 933-8890 * www.santapaulausd.org

EMPLOYMENT OPPORTUNITY FOR: INSTRUCTIONAL ASSISTANT-AFTER SCHOOL PROGRAM

Open and Promotional

BE SURE YOU READ AND FULLY UNDERSTAND THIS JOB ANNOUNCEMENT BULLETIN. ALL THE INFORMATION YOU NEED IN ORDER TO SUBMIT A COMPLETE APPLICATION, AS WELL AS THE EXAMINATION PROCEDURES FOR THIS POSITION, CAN BE FOUND BELOW.

PURPOSE OF EXAMINATION:

To fill seven existing vacancies, 4 hours per day, and to establish an eligibility list for future vacancies occurring during the next 12 months. Positions are Monday through Friday, 180 days per year, part-time in the afternoon.

FINAL FILING DATE:

CONTINUOUS RECRUITMENT

SALARY RANGE:

\$17.54 - \$21.33 per hour

BASIC FUNCTION:

Under the direction of the ASPIRE Coordinator, assist in the overall activities of school-aged children at an assigned site; assist in planning and implementing activities; monitor children in classroom and outdoor activities.

REPRESENTATIVE DUTIES:

Provide a safe, caring, positive and interesting learning environment for students at an assigned site; prepare materials and supplies for daily activities; take attendance; direct and supervise students in various activities; serve as role model, develop and reinforce positive social behaviors of children; ensure the health and safety of students by following health and safety practices and procedures; prepare incident reports as required; assist in maintaining a clean and orderly environment; perform a variety of clerical duties; record attendance and maintain assigned records; prepare bulletin boards; operate various office and audio-visual equipment; operate a computer to update student information as assigned; answer telephone calls and direct inquiries to the appropriate personnel; assist children with homework assignments; explain and answer questions to enhance student understanding of homework as needed; communicate with parents/guardians regarding behaviors of students; escort children to and from classrooms and restrooms, perform related duties as assigned and assist with basic First Aid.

For Bilingual applicants: Assist students in English or a designated second language with completing exercises, drills and assignments; assist students with letter and word pronunciation and recognition; modify learning activities to meet student needs and individual skill levels.

MINIMUM QUALIFICATIONS:

Knowledge of: Basic child development principles and practices; health and safety practices in classroom and outdoor activities; classroom procedures and appropriate student conduct; basic record-keeping techniques; proper English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; policies and procedures of assigned program and activities; operation of a computer and assigned software; interpersonal skills using tact, patience and courtesy and child guidance principles and practices.

Ability to: Assist in the overall activities of school-age children in an assigned after-school program; assist in planning and implementing activities; supervise children in classroom and outdoor activities; make mathematic calculations; maintain a safe, clean and orderly environment; understand and follow oral and written instructions; communicate effectively both orally and in writing; apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; oversee students according to approved policies and procedures; operate a computer and assigned software and perform First Aid, CPR and AED.

For Bilingual applicants: Speak and interpret English and a designated second language.

Education and experience: Any combination equivalent to: High School diploma, G.E.D., or equivalent. One-year instructional support or similar experience working with students. Complete at least 48 units of study at an institute of

higher education; or obtained an associate's (or higher) degree; or pass the District's assessment examination. See Selection Process/Eligibility below for more information regarding the District's assessment examination.

For Bilingual applicants: positions in this class will be required to translate oral and written communications between English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid, CPR and AED certificates issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT: Indoor/outdoor environment and constant interruptions.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate standard office and classroom equipment; sitting or standing for extended periods of time; walking, running, bending at the waist, kneeling or crouching to assist students; ability to see to observe students and read materials; hearing and speaking to exchange information; lifting, carrying, pushing, and pulling.

TO APPLY:

You must obtain an application packet and return the completed application by the filing deadline to Human Resources-Classified, 500 E. Santa Barbara St., Santa Paula, CA. Application must be sufficiently complete and specific to fully indicate the experience and other qualifications of applicants. Résumé or additional attachments may be included with your application, but not in lieu of an application.

SELECTION PROCESS:

Application: Applications will be screened for evidence of the minimum requirements for the position. Falsification or omission of a material fact is cause for rejection, removal from the eligibility list or dismissal from employment.

Eligibility: Passing the District's assessment written exam (pass/fail) and a qualifications/oral exam (weight 100%). The written exam will consist of English/Language Arts, Mathematics, and Ability to Assist with Instruction. Each of the three sections of the written exam must be passed in order to participate in the qualifications/oral exam. All applicants must achieve a passing score in each part of the examination process in order to be placed on the eligibility list. Those applicants requesting bilingual consideration must pass a bilingual written exam (pass/fail) and qualifications/oral exam (pass/fail).

NOTE: If you have 48 units or an associate's or higher degree, you may be exempt from taking the District's assessment examination. If you meet one of these qualifications, please indicate on your application under the Education and Training Section.

Employment Verification: In accordance with the Immigration Reform and Control Act of 1986, new employees must provide written proof of their legal right to work in the United States.

Fingerprinting: State law requires that all employees be fingerprinted. AB 1610 prohibits employment until the Department of Justice completes its obligations regarding the arrest and conviction information.

Reasonable Accommodation For The Disabled: Individuals with disabilities requiring reasonable accommodation in the testing process must notify Classified Human Resources at 933-8805. Official documentation must be submitted to the Classified Human Resources office no later than 3:30 p.m. on the final filing date.

OPEN & PROMOTIONAL INFORMATION: Open and Promotional examinations are open to competition by qualified employees and non-employees alike. All promotional candidates who successfully complete the examination process are placed on a promotional eligibility list which must be used first in filling the vacancy(ies). If this list contains fewer than 3 ranks, it is then supplemented by names from the "Open" eligibility list.

The Personnel Commission of the Santa Paula Unified School District prohibits discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, immigration status, marital status, parental status, family status, pregnancy status, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other applicable laws and regulations. For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the District's Discrimination, Equity, and Title IX Compliance Officer: David Moore, Assistant Superintendent, Educational Services, 201 S. Steckel Drive, Santa Paula, CA 93060, 805-933-8963, dmoore@santapaulausd.org.

Note: The district has the right to limit the number of eligibles which can be reasonably used during the existence of the eligibility list. The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

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