



SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
405 Old San Jose Rd * Soquel, CA 95073

May 31, 2018

NOTICE OF OPEN POSITION

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL TECHNICIAN - ASES

Branciforte Middle School – 2018/2019 School Year

<u>POSITION DETAILS</u>	<u>SALARY</u>	<u>DEADLINE</u>
10 hours/week 9 months/year	Range 25: \$16.69 - \$18.40/hour (Steps 1-3 on a 6-step salary plan)	Open until filled.

Job Summary: Under the general supervision of the Program Coordinator, plans and carries out daily developmentally appropriate educational and enrichment curriculum students (1:20 teacher/student ratio) for a range of grade levels. In coordination with classroom teacher ensures that curriculum aligns to state standards. Supports students in the goal of homework completion. Safely supervises snack, recess, and any other activities. Assists in supervising nightly student pick-up. Maintains appropriate classroom management, firm boundaries for behavior, and reasonable expectations for student performance. Builds strong rapport with students and solves problems as they arise. Creates classroom procedures that enable a safe, productive, and engaging working environment. Co-creates and collaborates to contribute to an afterschool environment that promotes students' academic, social and emotional growth and well-being.

Examples of Duties: Initiates and implements learning situations which include individualized instruction. Creates and carries out learning activities designed to develop and strengthen student's academic success and social and emotional development. Leads group activities (such as games, songs, arts & crafts). Provides learning intervention that promotes reading fluency and math growth. Maintains classroom discipline in a positive manner. Observes, tracks, and reports student progress. Prepares instructional materials, lessons, and bulletin boards as instructed. Establishes and maintains effective working relations with program and school personnel. Ensures students' safety, social integration, and security. Administers first aid and follows emergency procedures. Identifies and reports safety hazards on site or suspected child abuse to appropriate personnel. Participates in available training, including meeting new technology standards. Performs related duties as assigned.

Training and Experience: Any combination of experience and training which would indicate possessions of the knowledge, skills and abilities listed herein. Proof of high school diploma or equivalent, two years of working with school aged children, college course work in psychology, child growth and development or education may be substituted for experience. Those who are working towards or already have a teaching credential, or are considering a career as a teacher are strongly encouraged to apply.

ESSA Compliance: Due to funding, all Instructional Technician employees must be Every Student Succeeds Act (ESSA) or (NCLB) compliant which means they must either pass a Paraprofessional Exam (available at our District Office), or have two years' college completion, or an A.A. degree. When applying, please attach copy of unofficial transcripts or a copy of degree to fulfill this requirement.

A complete job description and online application are available at www.edjoin.org.
For more information contact the Classified Personnel Office at (831) 429-3410 extension 238 or 239.

*Santa Cruz City Schools prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, 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. Complaints alleging noncompliance with this policy should be directed to the Title IX/Nondiscrimination Coordinator: **Molly Parks**, Assistant Superintendent of Human Resources: 831-429-3410 ext 235; mparks@sccs.net.*