



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

May 15, 2018

NOTICE OF OPEN POSITION CLASSIFIED EMPLOYMENT OPPORTUNITY

Learning Assistant & Yard Duty 2018/2019 Gault Elementary (*assisting in Kindergarten classroom*)

<u>POSITION DETAILS</u>	<u>SALARY</u>	<u>DEADLINE</u>
LA - 15 hours/week M-F 8:30-11:30AM YD - 4.5 hours/week MTThF	LA - Range 17: \$13.67 – 15.08/hour YD - Range 16: \$13.36 – 14.73/hour (Steps 1-3 on a 6-step salary plan)	Tuesday, May 29 th , 2018

Job Summary: Under the direct supervision of the classroom teacher and/or school principal, within a broad framework of standard policies and procedures, assist the teacher in a variety of instructional tasks; work with individual and small groups of students; perform routine clerical and non-instructional activities.

Examples of Duties: Monitors small group instruction in basic academic subjects, fine arts and other subjects with guidance from classroom teacher; assists individual students and/or group of students by explaining class work and answering questions; assists the teacher with classroom activities and in maintaining classroom discipline in a positive manner; performs a variety of routine and record keeping activities; may assist teacher by supervising students participating in activities such as field trips, recess, lunchroom; corrects daily assignments and tests; sets up and arranges supplies and equipment in the classroom for student use; prepares instructional materials, lessons, charts, bulletin boards and displays as instructed; communicates with parents as needed to answer their questions and discuss the needs of students; operates various office equipment including duplicating and audiovisual equipment; communicates with the teacher to plan classroom activities; communicates with parents as needed to answer their questions and discuss the needs of students; provides teachers and school administrators with relevant feedback and information on students' progress through observation and daily contact; escorts students outside of classroom, ensuring students' safety, social integration, or security; participates in available training in order to meet new technology standards; performs related duties as assigned.

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the 12th grade or equivalent; college courses in child growth and development, elementary education and/or psychology desirable; experience working with children.

ESSA Compliance: Must either pass Paraprofessional Exam (provided by district), have an AA Degree, or have equivalence of two years' college completion.

APPLICATION PROCESS

The complete job description and online application for this position 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.