



SHASTA UNION HIGH SCHOOL DISTRICT

2200 Eureka Way, Suite B
Redding, CA 96001
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www.suhsd.net

March 12, 2018
9:00 AM

ANNOUNCEMENT OF CLASSIFIED VACANCY

March 12, 2018

POSITION: SPECIAL EDUCATION PARAPROFESSIONAL

5 Positions available, each @ 5.75 hours per day, 10 months per year (196 contract days), working with Special Education students. Locations to be determined. Beginning with the 2018/19 school year.

REQUIRED DOCUMENTS FOR BARGAINING UNIT MEMBERS:

Letter of Interest and Resume-(*must be hard copy-No E-Mails*)

OUTSIDE APPLICANTS AND SUBSTITUTES: Apply on-line @ edjoin.org

SALARY: ESP CLASSIFIED SALARY SCHEDULE (Range 21)

Starting Salary Range (Step 1) \$14.90 - (Step 3) \$16.43 (dependent upon experience)
Salary Range- Step 1-\$14.90 to Step 5-\$18.11

APPLICATION DEADLINE: open until filled

QUALIFICATIONS: It is preferred that paraprofessionals who assist in classroom instruction meet at least one of the following qualifications:

- **Pass Aide Proficiency Test OR**
- **Obtain an Associate's degree or higher OR**
- **Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading writing and mathematics readiness for the NCLB requirements.**

The applicants that are judged to be the most suitable for the District may be invited to test and to participate in a personal interview. Meeting the minimum qualifications for a position does not assure the candidate of an interview. In the interview, consideration will be given to various factors, including; but not limited to, education, experience, personal development, ability to work with others, initiative and sensitivity. The District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records. The District requires that the successful candidate take a physical examination. The District will pay the cost for this examination. Fingerprint clearance must be received before employment can begin.

INSURANCES: Medical, Dental, Vision and Life Insurances are available as negotiated by the District and ESP.

Required documents must be received in the District Office, 2200 Eureka Way, Suite B., Redding, CA 96001. The District reserves the right to extend the deadline if additional candidates are desired.

The Shasta Union High School District is an Affirmative Action, Equal Opportunity employer. The District does not discriminate based on race, creed, color, ethnicity, sex or handicap. Diverse applicants are encouraged to apply.

AMERICANS WITH DISABILITIES ACT ASSISTANCE

Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences, or provide equally effective means of communication to ensure equal access to Shasta Union High School District programs and events. Meeting the announced requirements does not guarantee inclusion into the selection process. Arrangements may be made to accommodate applicants with disabilities. For arrangements, please inform the personnel department in writing or by telephone before the filing deadline posted on this bulletin.

SHASTA UNION HIGH SCHOOL DISTRICT

INSTRUCTIONAL PARAPROFESSIONAL

DEFINITION

To perform instructionally related activities by assisting a teacher or teachers in providing intensified learning experiences for students in assigned areas; and to provide a variety of instructional support services for teachers and students which are directly related to the instructional program.

DISTINGUISHED CHARACTERISTICS

This class is distinguished by its focus on providing instructional assistance in a classroom environment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a designated site administrator. Technical and functional supervision is provided by the certificated classroom teacher(s) to whom assigned.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities and duties may include, but are not limited to, the following:*

Assist teachers with the preparation and reinforcement of the presentation of learning materials and in the performance of other instructional activities.

Monitor and assist students through drill, study, and research activities after lessons and instructions have been provided by the teacher.

Assist teacher(s) to whom assigned in supervising students during classroom activities and non-classroom activities such as field trips and bus loading and unloading.

Read to students; explain words and meanings; rephrase materials and provide similar learning examples.

Assist in administering and monitoring tests; assist in scoring and recording tests results; assist in computing and recording grades.

Assist in maintaining student records and files; take attendance.

Assist in preparing examinations and other instructional materials for duplications; make copies as directed.

Distribute materials such as textbooks, learning package materials, supplies and equipment; collect, assemble and distribute resource materials; assist in maintaining related inventories.

Assist in operating audiovisual equipment, computers, copying machines and other equipment related directly to the instructional program.

Assist in maintaining a neat, orderly and safe learning environment.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Routine record keeping principles and practices.

Basic arithmetic principles.

English usage, spelling, grammar and punctuation.

Ability to:

Learn the general purposes and goals of public education.

Learn and utilize standard teaching aids applicable to the instructional program.

Learn and utilize routine methods and procedures to be followed in instructional settings.

Assist the teacher(s) to whom assigned in the supervision of students.

Maintain routine records.

Make simple arithmetical calculations.

Read, write and understand the English language.

Understand and follow oral and written instructions.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES--*Successful completion of a proficiency test in basic reading, writing, and mathematics skills is required as stated in the California Education Code. Passage of the proficiency test and any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Some experience working with students is desirable.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in child care, psychology/guidance, instructional technology, child development or a related field is desirable.

LICENSE AND CERTIFICATES

Valid California Drivers License

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer and standard office equipment

Hearing and speaking to exchange information in person and on the telephone

Seeing to read a variety of materials

Bending at the waist, kneeling or crouching

Sitting for extended periods of time

Reaching overhead, above the shoulders and horizontally

Persons performing service in this position classification-will exert 10 to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.

May occasionally lift and stack heavy objects not to exceed 25 lbs.