



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
Superintendent

CLASSIFIED JOB OPENINGS 2023

FRAZIER PARK SCHOOL

POSITION: English Language Teaching Assistant, 3.75 hrs./day, Do NOT have to be bilingual
SALARY RANGE: #5 \$15.59 to \$17.84 per hour

POSITION: Yard Duty Aide, 3 hrs./day
SALARY RANGE: #4 \$15.25 to \$17.44

FRAZIER MOUNTAIN HIGH SCHOOL

POSITION: Special Education Aide, 3.5 hrs./ day
7:50 a.m. - 11:20 a.m.
SALARY RANGE: #6 \$15.94 to \$18.25

EL TEJON SCHOOL

POSITION: Yard Duty Aide, 3 hrs./day
SALARY RANGE: #4 \$15.25 to \$17.44

QUALIFICATIONS: See attached job descriptions.

APPLICATION PROCEDURE: Interested personnel should submit an application and resume to Sara Haflich at the District Office by Tuesday, April 25, 2023.

Please do not remove posting!

El Tejon Unified School District
English Language Teaching Assistant
Job Description

Purpose:

The EL Teaching Assistant will work under the direct supervision on the site principal for the purpose of working with individual and/or small groups of students under the supervision of a certificated teacher in the supervision and instruction of students; and assisting students by modeling the necessary skills to perform assignments.

Essential Functions:

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Ability to differentiate using English Language Development standards aligned with the curriculum.
- Administers tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the classroom.
- Assists students, individually or in groups, with lesson assignments for the purpose of presenting and/or reinforcing learning concepts.
- Implements, under the supervision of the teacher, instructional programs, and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Communicates with teachers and other district personnel for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Promotes good study habits and student independence for the purpose of improving the quality of student outcomes.
- Attends meetings and in-service presentations as assigned for the purpose of acquiring and/or conveying information relative to job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent job related software applications; and basic mathematical skills (e.g. add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals, etc.)

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of English grammar and punctuation; age appropriate activities; health and safety standards.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with diverse groups; adapting to changing work priorities; working as part of a team; applying common sense understanding to carry out instructions; and effectively presenting information in one-to-one and group situations to students.

ENGLISH LANGUAGE TEACHING ASSISTANT JOB DESCRIPTION

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Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary Range: 5

Board Approved: 6/9/2021

El Tejon Unified School District

SPECIAL ED AIDE Job Description

JOB SUMMARY

Under supervision of the Principal and Resource Specialist teacher, performs a wide variety of instructional, clerical, and light housekeeping functions. Performs yard duty and student supervision duties as assigned by the Principal. Aids teachers, but full responsibility for appropriate instruction, curriculum materials and evaluations remains with the teacher. As required, supervises students for a limited time, not to exceed 30% of normal work week, for situations related to the Resource Specialist Program. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Student behavior management strategies and techniques;
Appropriate English usage, punctuation, spelling and grammar;
Basic arithmetical concepts;
Routine record management, storage and retrieval systems and procedures.

Ability to:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;
Communicate effectively in oral and written form in English and/or a second language, as required by the assignment;
Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment;
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships with children and adults.

Experience and Training Guidelines

One year of paid or volunteer experience working with multi-age groups of children or the equivalent.

Education:

Equivalent to the completion of high school, supplemented by training or coursework in child growth and development. Proficiency in basic skills as evidenced by obtaining a passing score on the Bakersfield Adult School Proficiency Test, or diploma from a California high school obtained after 1980.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists instructional personnel with presentation of learning materials;
2. Tutors individual students and small groups of students to reinforce and follow up learning activities;
3. Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;

SPECIAL ED AIDE JOB DESCRIPTION
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- 7. Maintains a variety of records and files, including student records and information;
- 8. Operates and assists students in a variety of instructional media machines and equipment;
- 9. Assists students with activities to develop small muscle and eye-hand coordination;
- 10. May assist students with toileting and personal hygiene;
- 11. Maintains or assists in maintaining an orderly, attractive and positive learning environment;
- 12. May participate in parent conferences, as requested by the administrator;
- 13. Maintain confidentiality on school-related matters;
- 14. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements:
 - 1 = Seldom = Less than 25 percent
 - 2 = Occasional = 25-50 percent
 - 3 = Often = 51-75 percent
 - 4 = Very frequent = 76 percent and above

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

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SALARY RANGE:

#6

El Tejon Unified School District

YARD DUTY AIDE Job Description

JOB SUMMARY:

Under the general supervision of the school principal, to supervise playground and other areas as assigned. To encourage student activities that will contribute toward the health and safety of the students while on the school playground. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Basic understanding of children's needs;
Health and safety of the students on the playground.

Ability to:

Be warm and affectionate, yet firm and consistent;
Maintain discipline and to be able to carry out school policy concerning disciplinary measures;
Work in inclement weather conditions.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. To maintain discipline;
2. Understanding of the school's policy concerning discipline;
3. Present disciplinary cases to the School Principal;
4. Movement about the playground for the full period of time;
5. Make sure his/her eyes are cast over the entire group of children to observe any abnormal activities that may be going on;
6. Check the corners of the playground, buildings and small groups of children who may be clustered;
7. Be inquisitive, enter into the discussion to let students know you are affectionate and human;
8. Always be consistent in your dealing with discipline;
9. Maintains confidentiality on all school-related matters;
10. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand and circulate for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 25 lbs.
- 1 h. Ability to carry 25 lbs.
- 4 i. Ability to reach in all directions.

YARD DUTY AIDE JOB DESCRIPTION
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OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

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SALARY RANGE:

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