



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
Superintendent

CLASSIFIED JOB OPENINGS 2022-2023

DISTRICT

POSITION: Bus Driver/Maintenance, 8 hrs / day, split shift, 12 months
SALARY RANGE: #18 \$21.97 to \$25.23

PRE-EMPLOYMENT PHYSICAL EXAMINATION: Your appointment is not assured until you have passed this physical.

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POSITION: 2 – Student Success Facilitator, 5 hrs / day
SALARY RANGE: #14 \$19.10 to \$21.91

FRAZIER MOUNTAIN HIGH SCHOOL

POSITION: English Language Teaching Assistant, 3.75 hrs / day,
You do not have to be bilingual!
SALARY RANGE: #5 \$15.59 to \$17.84

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POSITION: Special Education Aide, 3.5 hrs / day
SALARLY RANGE: #5 \$15.59 to \$17.84

QUALIFICATIONS: See enclosed job description.

APPLICATION PROCEDURE: Interested personnel should submit an application and resume to Sara Haflich at the District Office by Friday, September 9, 2022.

ALL INSTRUCTIONAL AIDES MUST MEET THE FOLLOWING REQUIREMENTS:

- AA/AS Degree; or
- 48 college units; or
- Successful passage of proficiency test equivalent to AA Degree

Please do not remove posting!

El Tejon Unified School District

BUS DRIVER/MAINTENANCE WORKER **Job Description**

JOB SUMMARY:

Under the supervision of the Director of Maintenance, Operations and Transportation and the School Principal, performs maintenance and repair of buildings and equipment. In addition to general custodial duties, repairs doors, windows, roofs and buildings; makes repairs with wood and concrete; maintains equipment and tools; services and repairs cooling, heating and ventilation equipment; paints buildings and equipment; drives a light truck; unloads and inventories supplies; makes electrical repairs and adjustments; replaces and repairs electrical lighting fixtures and motor-driven appliances; performs plumbing tasks and maintains outdoor sprinkling systems. To drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips; and to do other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Methods, techniques and tools used in repairing roofs and roof related problems;
Methods, techniques and tools used in painting;
Methods, techniques and tools used in installation and maintenance of electrical circuits, wiring and systems;
Methods, techniques and tools used in HVAC maintenance;
Uses and purposes of general maintenance tools and equipment;
Safe work practices.
Safe driving practices.
State laws, rules and regulations pertaining to school bus operations and pupil transportation.
First aid practices.
How to drive a school bus safely and efficiently.

Ability to:

Perform semi-skilled maintenance, construction and repair work in the area of work assigned;
Use and operate hand tools, mechanical equipment, and power tools and equipment;
Read and interpret basic maps and blueprints;
Operate a variety to vehicular and stationary mechanical equipment;
Work independently in the absence of supervision;
Understand and maintain cooperative working relationships with those contacted in the course of work.
Understand and maintain the entire water system, both domestic and irrigation branches, as well as the wastewater system.
Operate, observe and monitor equipment and operations daily, run operational checks, check water wells, lift stations, distribution and collection systems, and other remote sites. Assist with preventive and corrective maintenance on equipment throughout the entire facilities plumbing system to ensure that the system complies with limits set by Federal and local agencies
Maintain order among students on a school bus.
Recognize malfunctions in equipment and take appropriate action.
Learn designated bus route, including stops and traffic hazards.
Maintain simple records.
Work independently without supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

Preferred or Desired Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities.

Preferred or Desired Experience:

One year of increasingly responsible bus driving experience.

Two years of general building construction and maintenance work.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate: Possession of an appropriate, valid California driver's license AND Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus License/Certificate or enrolled and/or enroll in the next available Bus Driver Training program and obtain a School Bus Driver License/Certificate within 6 months. The District may extend, past the 6 months, under extenuating circumstances this timeframe.

Applicants hired prior to fulfilling the requirements of being a licensed/certificated bus driver will be paid at the lower of the combined positions until all requirements are met. Once all requirements are met the employee will be placed at the appropriate pay rate of the combined position.

Applicants hired prior to fulfilling the requirements of being a licensed/certificated bus driver will, upon completion of obtaining the bus driving licensed/certification and signing a letter of intent to return the following year, will be reimbursed for classes/training needed to obtain the bus driver license/certification.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- 1) Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
- 2) Escort students across streets when necessary, stopping traffic as needed;
- 3) Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
- 4) Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
- 5) Maintain good order among students on the bus following district policies regarding the disciplining of children;
- 6) Make routine safety checks, report problems or equipment malfunctions;
- 7) Maintain records of all trips;
- 8) Install tire chains;
- 9) Maintain confidentiality on school-related matters;
- 10) Cooperative working relations with students, staff and community;
- 11) Inspect district roofs, clean gutters and downspouts to clean debris from roof tops; patch or replace worn and broken gutters, downspouts, draincaps and roof leaks and potential roof leaks throughout district; repair fan screens on roofs, repair or replace damaged or worn roof vent caps;
- 12) Paint interior and exterior of schools, offices and school-related facilities; use sand or water blaster to remove paint, rust and dirt and prepare surfaces for painting; paint parking strips and playground areas of all schools with paint striper;
- 13) Repair, replace and install indoor and outdoor lighting circuits, branch or feeder circuits and other service equipment;
- 14) Perform various semi-skilled duties such as repairing, replacing or installing various electrical and mechanical equipment such as school intercoms and public address systems, fire alarm systems, athletic scorekeeping equipment, classroom clocks, cable television service wiring and other audio-visual equipment;
- 15) Replace or install time clocks for heating, ventilation, air conditioning, lighting and irrigation systems;
- 16) Interpret blueprints to locate and extend circuits and wires;
- 17) Use picks and shovels to dig trenches for underground wiring and pipelines;
- 18) Fabricate specialized equipment, enclosures and fences using tablesaws, bandsaws and grinders;
- 19) Notify supervisor of major construction, repair or maintenance-related problems;
- 20) Assist in skilled carpentry, painting, locksmithing, electrical services, electronics or HVAC maintenance, repair fences, related duties as required;
- 21) Install, repair and maintain plumbing systems including pipes, faucets, toilets and other fixtures, maintain water lines, septic systems, sewer lines and drains, sprinkling systems;
- 22) Remove and replace windows; install and replace tile; perform routine carpentry work as required;

- 23) Repair a variety of school equipment including desks, chairs, lockers and office equipment;
- 24) Maintain confidentiality on school-related matters.
- 25) 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.
- 3 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.
- 2 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.
- 4 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 1 j. Ability to work at heights.
- 1 k. Ability to ascend and descend ladder.
- 4 l. Ability to work in the elements (extreme temperatures).

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:

Fulfilled requirements 18

Establishing requirements 13

El Tejon Unified School District

Student Success Facilitator

Job Description

Job Description:

Under the immediate direction of the site principals and/or designees the Student Success Facilitator will support the goals of the school site, school district and/or program by providing education and direct support to parents in the El Tejon Unified School District. The Student Success Facilitator will design or implement activities to promote positive change in community habits, attitudes, and behavior. The Student Success Facilitator will provide a bridge between the school site staff (teachers, administrators, programs) and parents to promote school attendance, overall student academic achievement, and parent engagement.

Required Qualifications:

Education: High School Diploma Required, AA degree recommended

Experience: Working knowledge of the education system in general. Knowledge of and experience working with the community.

Personal Qualifications: Strong communication skills and commitment to serving children and families. Ability to work with parents, staff, students, and other school personnel. Ability to follow oral and written instructions. Bilingual in Spanish is preferred.

Essential Functions of this position:

1. Promote the goals of the school site, district, and/or program providing tools and resources to enable parents to become advocates for their student's education.
2. Build positive relationships with families and promote the school, district, and/or program with enthusiasm.
3. Act as a contact for the parents/families when they seek information and/or clarity on topics related to student academic growth and achievement.
4. Outreach to parents of students who are struggling with attendance issues.
5. Outreach and recruit parents to be involved in school/district activities.
6. Coordinate parent meetings discussing a variety of topics concerning student achievement.
7. Foster a warm and open atmosphere in all outreach and contact with families.
8. Demonstrate good communication skills both verbal and written.
9. Work collaboratively with all staff members at site, district, and programmatic levels.
10. Keep extensive records and complete reporting requirements as needed.
11. Coordinate services with other agencies in Kern County as needed.
12. Attend professional trainings.
13. Attend and participate in site and district meetings.
14. Perform other duties as needed.

Physical Requirements of this position:

1. Ability to work at a desk, conference table or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
4. Ability to communicate so others will be able to clearly understand a normal conversation.
5. Ability to bend, twist, stoop, and kneel.

STUDENT SUCCESS FACILITATOR JOB DESCRIPTION
PAGE 2 OF 2

- 6. Ability to lift 25 lbs.
- 7. Ability to carry 25 lbs.
- 8. Ability to reach in all directions.
- 9. Ability to hear and understand speech at normal levels.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

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Salary Range: 14

Board Approved: 6/9/2021

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
PAGE 2 OF 2

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: _____

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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
PAGE 2 OF 2

- 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:

5