### A CLASSIFIED EMPLOYMENT OPPORTUNITY FOR

**INSTRUCTIONAL AIDE – SEVERE DISABILITIES**

**DUAL CERTIFICATION**

<table>
<thead>
<tr>
<th>SALARY</th>
<th>$14.67</th>
<th>$15.44</th>
<th>$16.23</th>
<th>$17.05</th>
<th>$17.91</th>
<th>$18.83</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range</td>
<td>18</td>
<td>Start</td>
<td>6 months</td>
<td>1-1/2 years</td>
<td>2-1/2 years</td>
<td>3-1/2 years</td>
</tr>
</tbody>
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#### JOB INFORMATION

Five (5) part-time positions at various school sites (3.75 hours/day; 9 months/year).

#### MINIMUM QUALIFICATIONS

**EDUCATION & EXPERIENCE**

Graduation from high school or equivalent; must possess one (1) year of experience working with school age children; two (2) years of experience working with school-age children with special needs highly desirable or such alternative the personnel commission may find applicable.

Must show proof of one of the following: successful completion of 48 semester units (72 quarter units) at a recognized college or university OR attainment of an Associate (or higher) from a recognized college or university.

**CERTIFICATES**

Must possess and maintain a current First Aid and CPR certificate issued from either the American Heart Association or American Red Cross; must obtain, within 120 days of employment, a CPI Certificate; thereafter, must maintain a valid certificate.

**LICENSE**

Possession of, or ability to obtain, an appropriate, valid California driver's license (if required). Some positions in the classification may not be required to drive a vehicle in the performance of duties.

**ESSENTIAL DUTIES**

Assists students by providing proper examples, emotional support, and general guidance; provide instruction and assistance in social and self-help areas; depending on the grade level or class assigned, may perform any or all of the following duties: prepares or adapts instructional materials; assists teachers in assigned areas of the educational program for students with learning disabilities; tutors students; reinforces or follows up on the teacher's lessons; assists students in reading, spelling, math or other subject areas; instructs and assists students in the use of a computer and software; develops and/or plays educational games with students; prepares arts and crafts and assists students in the completion of them; assists students with audiovisual equipment and reference materials; assists students with dressing and undressing, eating, and toileting needs; assists in changing diapers and clothing as needed; lifts and moves students who may need assistance; assures the health and safety of students by following health and safety practices and procedures; assists teacher with the evaluation of a student's progress or problems; prepares and maintains class materials and equipment; performs routine clerical functions; supervises students while at lunch, on the playground, on field trips, or during special activities; assists teacher in maintaining behavior modification program; maintains discipline and monitors classroom in the absence of the teacher; keeps the classroom or learning facility neat and organized; prepares students to go home; may ride along with students in the school bus; may supervise bus loading and unloading; maintain the confidentiality of all personal information, assessment results, medical history, and other records and information related to students and families; attends meetings and participates in in-service training as assigned.

**PHYSICAL ABILITY**

Requires vision (which may be corrected) to read small print; requires the mobility to stand, stoop, reach and bend; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; requires the ability to stand for long periods; requires the ability to walk long distances and walk quickly for short distances; performs lifting, pushing and/or pulling which usually does not exceed 50 pounds; subjected to inside and outside environmental conditions, multiple or single classroom environment; required to work with harsh and toxic substances; required to work around foul odors; required to work around loud noise; required to work with exposure to body fluids.
**SPECIAL NOTE**
The list of essential functions, other typical duties, and physical abilities is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**ABILITY TO**
Learn and understand the needs and behaviors of students with learning disabilities and special education requirements; learn the basic methods used in instruction; learn, understand and apply rules, regulations, procedures and policies; administer first aid and CPR; use equipment and perform techniques necessary to provide specialized physical health care services for individuals with exceptional needs; learn the procedures and policies of the district health program; learn and apply applicable rules, regulations and laws affecting student health and safety; exercise good judgment and make quick decisions; maintain confidentiality; perform routine clerical tasks; operate office machines, such as photocopier, fax machine and word processor; understand and carry out written and oral instructions; establish and maintain effective working relationships with students, parents, teachers and administrators; adhere to universal precautions and procedures; perform first aid and CPR procedures; implement non-aversive behavior management techniques.

**KNOWLEDGE OF**
Basic math; correct English usage; spelling; punctuation and vocabulary; the basics of good discipline; a basic understanding of the educational process; CPR and first aid; universal precautions; health care practices and procedures; medical procedures such as catheterization, suctioning, and tube feeding; clerical and record-keeping practices and procedures; behavior management intervention techniques; requirements of students with specialized health care needs at the pre-school, elementary or secondary school levels; the role of an Instructional Aide – Severe Disabilities.

**SELECTION PROCEDURE**
Open to employees and the public resulting in one integrated eligibility list (dual certification). Applicants who meet the education and experience requirements as outlined above will be asked to participate in the examination process. Applicants who pass all parts of the examination will be placed on the eligibility list in order of score. Promotional candidates will receive additional five points (promotional credit). The eligibility list will be used to fill vacancies for a period six months.

**EXAMINATION**
Applications will be screened for completeness, relevant training and/or experience. The first phase of the examination process will consist of a written exam. For those applicants participating in both written exam and oral interview, each part will be weighted 50%. Applicants will be tested on their knowledge of basic math, english grammar, spelling, reading and composition; the basics of good discipline; and a basic understanding of the educational process and the role of an Instructional Aide; along with the ability to learn and understand the needs and behavior of students; learn the basic methods used in instruction; learn, understand and apply rules, regulations, and procedures and policies.

**FINAL FILING DATE**
Monday, September 16, 2013 by 4:00 P.M.  
Posted: 8/30/2013

**PLEASE NOTE**
To be considered for a position, applicants must apply by submitting an online application at [www.edjoin.org](http://www.edjoin.org). Please include a résumé and proof of one of the following: successful completion of 48 semester units (72 quarter units) from a recognized college or university OR attainment of an Associate (or higher) from a recognized college or university.
Your interest in employment with the Monrovia Unified School District is appreciated. In order to assist you, we ask that you read the following information.

APPLICATION PROCEDURE
An online application and related materials must be fully completed and submitted online at www.Edjoin.org no later than the deadline date given on the job announcement bulletin. For each position applied for, a Monrovia Unified School District application and supplemental application (if applicable) must be submitted, the accompanying survey is voluntary. Resumes will not be accepted in lieu of an application, but may be required with online applications. Please print or type the application, if applicable. If you print, please use black ink. See that your application material is complete and correct on both sides before signing it. Incomplete applications will be rejected.

MINIMUM REQUIREMENTS
The minimum requirements are stated in the job announcement bulletin. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET. It is your responsibility to prepare your application in detail. If your application is not accepted, you will be so notified. All information is subject to review and verification.

DEADLINE FOR FILING YOUR APPLICATION
Your application must be in the personnel office by the final filing date stated on the job bulletin. Late application cannot be accepted. The applicant is responsible for assuring that a mailed application is received by the office in time.

RECORD OF CONVICTIONS
Having a conviction will not necessarily disqualify you for a position. However, a false or incomplete answer may result in the rejection of your application or in dismissal from employment. Fingerprints will be taken and will be checked through the California Department of Justice.

APPEAL OF REJECTION
If your application is rejected and you feel it was misrepresented, you may appeal to the Personnel Administrator for review. The appeal must be in writing and must be received within seven (7) calendar days from the date of the notice disqualification.

EXAMINATIONS – PROTEST PROCEDURES
If a candidate wishes to protest any part of an examination, the protest must be in writing to the Personnel Administrator no later than five (5) working days after the candidate receives notification of the results of the examination. The protest should provide a thorough explanation to support the reason of protest.

VETERANS PREFERENCE POINTS
Veterans preference points shall be added to the final passing score in open and promotional examinations for entry level positions. Veterans, except disable veterans, shall have an additional five points added and disable veterans shall have an additional ten points added. A disabled veteran is an individual classified by the U.S. Veteran’s Administration to be ten percent or more disabled as a result of service in the Armed Forces of the United States. In order to obtain credit, at least 30 days of active service during war or qualifying armed conflict is required. A copy of the DD214 is required prior to the date of the examination.

BEFORE EMPLOYMENT YOU WILL BE REQUIRED TO:
1. Take an oath or affirmation of allegiance;
2. Obtain a negative TB examination; and,
3. Have fingerprints taken, processed and cleared by the Department of Justice.

NOTICE TO ALL APPLICANTS WITH DISABILITIES:
Special arrangements in the application and testing process may be made for applicants with disabilities. Please contact the Classified Personnel Office by the final day to file applications in order to arrange for any accommodations that are necessary.