



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355

Phone: (661) 257-4500 • Fax: (661) 257-5737

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – BILINGUAL

LIVE OAK ELEMENTARY

5 hours per day from 8:00 a.m. to 1:00p.m.

Salary: Range 7 – New Hire Initial Placement, Step 1 – Step 3: \$17.39 -\$18.27 per hour

OPENING DATE: July 28, 2022

CLOSING DATE: August 8, 2022 by 4:00 p.m.

Please Apply on Edjoin

CLASS DEFINITION: Classified

Assists certificated teachers in the instruction, supervision and training of individual or groups of students designated as English Language Learners by performing a variety of instructional support and student care activities and perform a variety of related duties in the maintenance of an effective learning environment. Employees in this classification receive direct to general supervision from a certificated teacher and/or school site administrator within a well-defined framework of policies and procedures. This job classification provides a variety of responsible instructional support activities to enhance the educational environment with the District and requires a high degree of positive contact with both students and staff.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable disease. Must meet district and state standards for physical and mental health.
2. High School Diploma or equivalency.
- 3.. Able to pass District Proficiency Examination, including bilingual test.
4. Knowledge of proper English and Spanish usage and grammar.
5. General clerical experience and knowledge of office machines is desirable.
6. Experience and work involving the supervision of students is desirable.

PERFORMANCE RESPONSIBILITIES:

1. Administers, scores, and records diagnostic and achievement tests as recommended for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
4. Alerts the teacher to any problem or special information about an individual student.
5. Maintains CELDT records and files them in student cumulative file.
6. Assists with translation of documents and during meetings where bilingual services are required.
7. Maintains confidentiality of pupil records and personal information in accordance with legal requirements and policies.
8. Participates in inservice training programs as required.
9. Other duties as assigned.

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements.

- a. Ability to work at a desk, conference table or in meetings of various configurations.
- b. Ability to stand, walk and be physically active for extended periods of time up to the duration of the shift.
- c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- d. Ability to hear and understand speech at normal levels.
- e. Ability to communicate so others will be able to clearly understand a normal conversation.
- f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- g. Ability to lift 25 lbs.
- h. Ability to carry 25 lbs.
- i. Able to climb slopes, stairs, steps, ramps and ladders.
- j. Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- k. Ability to reach in all directions.
- l. Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe and efficient manner.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment: Work is typically performed in various school environments. The work environment is moderately noisy.

Exposures, Risks and Hazards: While performing the duties of this classification, an employee is exposed to childhood and infectious diseases, constant interruptions, demanding timelines, and the normal risks and hazards of operating computer-related equipment.

If you have any questions, please call Mallory Jones in H.R. at (661) 257-4500, ext. 1543

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District.