



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355
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CLASSIFIED EMPLOYMENT OPPORTUNITY

SPECIAL CIRCUMSTANCE INSTRUCTIONAL AIDE

CASTAIC ELEMENTARY SCHOOL

6 hours per day from 8:00a.m. to 2:30p.m.

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

OPENING DATE: March 10, 2023

CLOSING DATE: March 20, 2023

Please apply on Edjoin

CLASS DEFINITION:

Under the direction of the Site Administrator, designee or certificated teacher, a Special Circumstance Instructional Aide performs a variety of instructional and personal services for assigned Special Education pupils on a regular basis in an effort to provide them with the assistance they need to realize full benefit from the District's educational program.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. High school diploma or equivalency.
3. Able to pass District Proficiency Examination.
4. Knowledge of proper English 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.
7. Valid California driver's license. Proof of auto insurance.
8. May be required to obtain a valid Red Cross First Aid and/or CPR certificate.
9. May be required to attend specialized training.

PERFORMANCE RESPONSIBILITIES:

1. Assists teachers with instruction and behavior intervention of assigned Special Education students in their daily course work.
2. Assists individuals and groups of students in moving from place to place in an orderly manner.
3. Lifts and moves children to and from wheelchairs and assists students with mobility devices or other specialized equipment.
4. Assists students with toileting and in changing clothing when necessary.
5. May be required to assist with the transportation of students.
6. Maintains confidentiality of pupil records and personal information in accordance with legal requirements and policies.
7. 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. on a regular basis and 50 lbs. on an occasional basis
- h. Ability to carry 25 lbs. on a regular basis and 50 lbs. on an occasional basis
- i. Able to push and pull mobility devices such as a wheelchair and/or adaptive stroller.
- j. Able to climb slopes, stairs, steps, ramps and ladders.
- k. 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
- l. Ability to reach in all directions.
- m. 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, the normal risks and hazards of operating computer-related equipment, and the normal risks and hazards of lifting and moving disabled students.

TERMS OF EMPLOYMENT:

1. Work day and work year contingent upon the length of time the assigned student remains in the program or District. If the student no longer needs services or moves out of the District, the position will end.
2. Range 7

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.