



CASTAIC UNION SCHOOL DISTRICT

28131 Livingston Avenue • Valencia, California 91355

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE - COMPUTER INSTRUCTION LIVE OAK ELEMENTARY SCHOOL

3.5 hours per day from 8:15 a.m. to 11:45 a.m.

Salary: Range 10, Initial New Hire Placement Step 1 – 3, \$18.72 - \$19.67 per hour

OPENING DATE: March 7, 2023

CLOSING DATE: March 15, 2023

Please Apply on Edjoin

CLASS DEFINITION: Classified

Under the direction of the Site Administrator or designee, assists certificated teachers in the instruction, supervision, and training of groups of students by performing a variety of instructional support related to the use of technology in a classroom environment. Employees in this classification receive direct to general supervision from the site administrator and/or certificated teacher 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 equivalent.
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. Working knowledge of hardware and various software applications.

PERFORMANCE RESPONSIBILITIES:

1. Works with individual students, small or large groups of students to learn grade level specific computer skills and applications.
2. Assists in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
3. Guides independent study, enrichment and remedial computer work.

4. Serves as a source of information and help to teachers requiring assistance in the area of computer managed instruction.
5. Alerts teachers to any problem or special information about an individual student.
6. Participates in in-service training programs when required.
7. Maintains the lab facility in a ready-for-use and orderly condition during scheduled lab hours.
8. Assists in administering benchmark and state testing.
9. Performs trouble shooting to correct system failures. Arranges for necessary repairs.
10. Previews program, software, and suggests appropriate program to the site administrator.
11. Maintains confidentiality of pupil records and personal information in accordance with legal requirements and policies.
12. 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.

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.