



CLASSIFIED EMPLOYMENT OPPORTUNITY

CF 22/23

Bilingual School Community Coordinator/Community Liaison – English/Spanish (Open & Promotional)



LOCATION

Baldwin School *Location Subject to Change*

FINAL FILING DATE

Monday, September 26, 2022

New hires to the Alhambra Unified School District will be placed on Step 1 on the current salary schedule.

SALARY

\$1,740 - \$2,119 per month (4 hours per day/9.3 months)

Applications via EdJoin Only.

DEFINITION

Under supervision, to work with school staff, parents, and community groups, as assigned; to interpret school programs and problems to parents; to perform routine clerical duties, and to do related work as required.

**REQUIRED
CERTIFICATION/
DOCUMENTS**

AUSD requires all employees to have the COVID-19 vaccine

**MINIMUM
QUALIFICATION**

Knowledge of

- Basic elements of regular and specially funded educational programs offered to students at the elementary school in the Alhambra Unified School District
- Correct English usage, spelling, grammar, and punctuation
- General characteristics and needs of the Spanish Community
- General needs and behavior of adolescents
- Routine office methods including the operation of standard office equipment

Ability to

- Develop and maintain effective relationships with students, staff, parents, and Spanish community groups
- Communicate well orally and in writing
- Understand and work with both students and adults in a multicultural setting
- Work with little or no direct supervision
- Learn, understand, and interpret specific school program
- Work directly with individual parents to resolve student problems at school
- Provide in-service training to aides and volunteers
- Operate a typewriter
- Read, write, and speak Spanish
- Understand and carry out oral and written directions

Experience

Responsible community involvement work such as church, PTA, scouting, or participation in community advisory groups or social service organizations; or one year of experience at or equivalent to the level of Bilingual Instructional Aide.

Employment start date contingent upon positive references, fingerprint and criminal background clearance.

The Alhambra Unified School District is an Equal Opportunity Employer and does not discriminate on any basis protected by law.

License Required	Possession of a valid and appropriate California Driver's License. Must have a clear driving record and must maintain this record while employed. Employees in this class are required to provide their own car and evidence of financial responsibility as required by California Vehicle Code Section 16020. <u>Candidates are required to attach a recent DMV report to employment application.</u>
Desirable Qualifications Education	Computer skills. The Every Student Succeeds Act (ESSA) requires schools to be in compliance when hiring paraprofessionals for classroom instruction. The requirements are: <ul style="list-style-type: none"> • Graduation from High School or evidence of equivalent educational proficiency. <u>Candidates are required to attach a copy of High School Diploma or G.E.D. to the employment application.</u>
PHYSICAL DEMANDS	Employee will exert 10-20 pounds of force frequently to lift, carry, push, or pull objects. This type of work involves sitting most of the time, but will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, providing oral information, the manual dexterity to operate business related equipment, and handle work with various materials and objects are important aspects of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
WORKING ENVIRONMENT	Indoor and outdoor working environment subject to bending, pushing/pulling, and reaching overhead. Environmental factors such as, temperature extremes, traffic, and noise are part of the working conditions of this position.
Accommodations	Individuals with legally-defined disabilities may request reasonable accommodations in the examination process. In order to make the request, please contact the Human Resources Division, Classified Department, at the time of filing an application. Candidates may be required to supply documentation supporting the need for accommodations when the request is made.
SELECTION PROCEDURES	
Transfer Request	As per Article XVII of the CSEA contract with Alhambra Unified School District District classified employees who wish to transfer must submit the Transfer Request Form to the Human Resources Division by the closing date of this notice. The following criteria shall be considered in selecting an employee for voluntary transfer: <ul style="list-style-type: none"> • The transfer is in the same classification and employee has passed the probationary period. • Seniority (the District shall interview at least three eligible unit members first with greatest seniority prior to interviewing other candidates). • The employee meets or exceeds the minimum qualifications of the position. • Possesses desirable qualifications. • Attained satisfactory or above performance evaluations.
Open/Promotional	Following the final filing date, a review and evaluation of new applicant's training and experience will be conducted. Based on that evaluation, applicants whose training and experience best meet the current needs of the District will be invited to participate in the next step of the examination process.
Examinations	The selection process is open to all qualified candidates. The examination may consist of a written examination, practical examination and interview(s) to evaluate abilities, experience and personal qualifications.
APPLICATION PROCEDURES	Applications are a critical part of the examination process. Completeness and neatness of the application will be included in the rating of the candidate's qualifications for the position. <u>All applications must be received no later than 4:30 p.m. on the final filing date. Postdated applications are not acceptable.</u> Submit application <u>with a recent DMV report AND a copy of High School Diploma</u> to: www.edjoin.org