



CLASSIFIED EMPLOYMENT OPPORTUNITY

CF 22/23

POSITION

**Youth Specialist
(Open & Promotional)**

Funded by ASES Grant (After School Education and Safety Program)

LOCATION

Elementary School as Assigned

FINAL FILLING DATE

Thursday, September 22, 2022

SALARY

\$2,050 - \$2,500 per month

SCHEDULE

5 hours per day / 9.3 months



REQUIRED ATTACHMENTS TO APPLICATION:

- Copy of current and valid CPR and First Aid certifications.
- Copy of High School Diploma, High School Transcripts, or G.E.D.
- Copy of College Transcripts (minimum of 48 semester units)

*The District reserves the right to close this position at any time. **Applications via EdJoin Only.**

DEFINITION

Under the general supervision of the Extended Learning (ASES) Supervisor, the Youth Specialist plans, directs, and supervises an elementary after-school site for children in grades K-8. This person must demonstrate the ability to act responsibly and independently, be aware of safety concerns and protect children accordingly. This individual must have a warm and friendly personality, be sensitive to the needs and feelings of others, be able to relate well with children and adults, and be willing to carry out his or her responsibilities in accordance with the educational philosophy and mission of the Alhambra Unified School District. This person must also coordinate the work of Instructional Aides, tutors and volunteers.

MINIMUM QUALIFICATIONS

REQUIRED CERTIFICATION/ DOCUMENTS

AUSD requires all employees to have the COVID-19 vaccine.

Knowledge of

- District and school policies, rules and regulations.
- Child growth and development for children ages 5 to 12.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Strong academic competencies supported by strong skills in English, Math, and Science.
- Basic principles of First Aid and CPR.
- General safety practices.
- Conflict resolution techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to

- Lead a team.
- Analyze situations accurately and adopt an effective course of action.
- Follow written and oral instructions.
- Establish effective working relationships with children, parents, teachers and administrators.
- Perform routine clerical work and operate office and audio-visual equipment.
- Speak a second language may be required.

Certificate Required	<p>Possession of CPR and First Aid certificates that are in compliance with the standards of the American Heart Association, American Red Cross, or Emergency Medical Services.</p>
Education and Experience	<p>The <i>Every Child Succeeds Act (ESSA)</i> requires schools to be in compliance when hiring paraprofessionals for classroom instruction. The following requirement for this position is:</p> <ul style="list-style-type: none"> • High School Diploma or transcripts or G.E.D. certificate. • Completion of two years of higher education (48 semester units) or possession of an Associate's or higher degree. • 12 Child Development units plus one-year verifiable experience in working with young children.
PHYSICAL DEMAND	<p>Employee is regularly required to push/pull, lift/carry up to 50 pounds, use hands to finger, handle, or feel objects, tools, or materials; talk or hear; have depth perception, color vision, and see small details. The employee frequently is required to walk and stand. The employee is required to climb, crouch, kneel and balance. Manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.</p>
WORKING ENVIRONMENT	<p>Indoor/Outdoor working environment, subject to bending, crawling, climbing, kneeling, pushing/pulling and balancing. Environmental factors such as temperature extremes, concrete surface in work area, solvents, and noise are part of the working conditions of this position</p>
Accommodation	<p>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.</p>
SELECTION PROCEDURES	
Promotional Only	<p>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.</p>
Examinations	<p>The selection process is open to all qualified candidates. The examination may consist of a written examination, practical examination and an interview to evaluate abilities, experience and personal qualifications.</p>
APPLICATION PROCEDURES	<p>Applications are critical part of the examination process. Completeness and neatness of the application will be included in the rating of the candidate's qualifications of the position.</p> <p><u>All applications must be received no later than 4:30 p.m. on the final filing date. Postdated applications are not acceptable.</u></p> <p>Submit completed Classified Employment application to:</p> <p style="text-align: center;">www.edjoin.org</p>