



**Inglewood Unified School District  
Human Resources Department**

401 S Inglewood Avenue  
Inglewood, CA 90301  
(310) 419-2761  
<http://www.edjoin.org/Home/Jobs?countyID=0&districtID=374>

**Classified  
Employment  
Opportunity**

## Instructional Aide I - ASES

**Final Filing Date: 5:00pm, Friday, May 27, 2016**

SALARY RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY:	<b>\$12.00</b>	<b>\$12.50</b>	<b>\$13.05</b>	<b>N/A</b>	<b>N/A</b>
<b><u>JOB INFORMATION:</u></b>		Permanent 9-Month 3.75 hours a day position Eligibility list are being created to fill current and future vacancies.			
<b><u>BENEFITS:</u></b>		<b><u>Based on Full-Time Assignment:</u></b> <ul style="list-style-type: none"> <li>• Although new employees usually begin at the first salary step, advanced Salary step placement may be considered based on Merit system regulations.</li> <li>• <b>10 – 24</b> vacation days per year, based on length of work year and years of service.</li> <li>• <b>16</b> paid holidays per year</li> <li>• <b>1</b> sick day for every month worked</li> <li>• Insurance includes health, medical, dental, vision and group life</li> <li>• Retirement CALPERS combined with Social Security, and pre-tax retirement savings account options.</li> </ul>			
<b><u>APPLICATION:</u></b>		<b>All applications must be submitted online via the IUSD website at</b> <a href="http://www.edjoin.org/Home/Jobs?countyID=0&amp;districtID=374">http://www.edjoin.org/Home/Jobs?countyID=0&amp;districtID=374</a> .			

**JOB SUMMARY:** Under direction of an assigned supervisor, assist teachers in providing and reinforcing instruction to individuals or small groups of students in as assigned learning environment; prepare instructional materials and perform clerical duties in support of classroom activities. Under the guidance of the teacher, assists in the daily development of the program.

- ❖ Assists in the instruction of individuals or small groups of students, reinforcing lessons and instruction provided by the teacher.
- ❖ Assist students in learning activities such as drills, practices and exercises after instruction has been given by the teacher; monitor and report student progress and performance.
- ❖ Prepare, copy and distribute classroom materials and visual aids in support of instructional programs; perform general clerical duties related to classroom instruction and activities.
- ❖ Operate standard office equipment including a variety of duplicating machines, laminator, typewriter and others as required.
- ❖ Assist in preparing exhibits, displays and bulletin boards.
- ❖ Assist in administering and scoring tests and pupil work; record grades on papers and in roll books as assigned.
- ❖ Monitor and control student behavior on field trips, excursions and on the playground; ensure health and safety regulations are observed.
- ❖ Assist the teacher in taking roll; distribute and account for textbooks, equipment and other materials.

- ❖ Set up and operate audio-visual equipment; operate listening center equipment as required.
- ❖ Assist teachers in maintaining appropriate order and student conduct in the classroom; refer serious discipline problems to the teacher or administrators.
- ❖ Collect, assemble, catalog and distribute resource materials as assigned; assist in processing library materials and shelving books as required.
- ❖ Maintain student work areas in a neat and orderly manner.
- ❖ Perform related duties as assigned.

**Note:** Employment start date contingent upon positive references, fingerprint, criminal background clearance (*Before being considered for employment, once an applicant meets the minimum qualifications, he/she will be requested to disclose information about felony and/or misdemeanor convictions.*) and completion of on line training in the following areas: \*New Employee Training \*Preventing Workplace Violence \*Bloodborne Pathogens \*Sexual Harassment \*Child Abuse/Mandated Reporter. The Inglewood Unified School District is an Equal Opportunity Employer and does not discriminate on any basis protected by law.

**MINIMUM QUALIFICATIONS INCLUDE:**

Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

**TRAINING/EXPERIENCE:**

High school graduate or equivalent. MUST have completed at least 48 semester units or the equivalent of college credit, or obtained an AA (or higher) degree.

Any combination equivalent to some experience working with children in an organized setting First Aid and CPR certificates must be obtained within the first 30 days of employment.

This is a paraprofessional position subject to the federal No Child Left Behind Act.

**KNOWLEDGE OF:**

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling. Safe practices in classroom and playground activities. Interpersonal skills using tact, patience and courtesy. Correct English usage, grammar, spelling, punctuation and vocabulary. General needs and behavior of children. Basic child guidance principles and practices. Effective communication skills. Record-keeping methods.

**ABILITY TO:**

Tutor individuals and small groups of students in an assigned instructional setting. Reinforce concepts and lessons as directed by the teacher. Assist students in learning to read and write and perform arithmetic calculations. Perform clerical duties in support of classroom activities. Learn and apply school policies, methods, practices and terminology used in instructional programs. Establish and maintain cooperative and effective working relationships with students, teachers, administrators, parents and others. Understand and follow oral and written directions. Read, write, translate and interpret English and a designated second language as required. Communicate effectively both orally and in writing.

## **SELECTION PROCEDURE:**

The examination process for this recruitment may be comprised of one or any combination of the following:

- ❖ A “paper screening” of the applicant’s training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

### **Guidelines:**

- ❖ It is the responsibility of the candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.
- ❖ Job Related Training Incentive documentation for promotional applicants: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.
- ❖ Employees of the School District who have permanent status, whose most recent overall service rating is “Satisfactory” **AND** who meet the education and experience requirements are eligible to compete.
- ❖ Promotional applicants may earn up to five (5) additional promotional points added to their final passing scores. The promotional applicant will be eligible to earn up to one (1) point for each job related training and/or other job related continuing forms of education within the last two (2) years for a maximum of three (3) points. In order to receive these promotional points, promotional applicants must submit verification of enrollment and completion of job related training and/or job related continuing forms of education when submitting their application. Human Resources will determine job-relatedness of training or other continuing forms of education.
- ❖ Promotional applicants will also be eligible to earn up to two (2) points for excellent attendance. A promotional applicant will earn two (2) points for having two (2) absences or less during the immediate preceding school year. Promotional applicants with three (3) absences during the immediate preceding school year are eligible to earn one (1) point. In the event a promotional applicant has more than three (3) absences, no additional promotional points will be provided.

*WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION.*