



## OPEN AND PROMOTIONAL

July 8, 2022

**The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.**

### **EXTENDED CARE ASSISTANT SITE LEAD**

Salary: \$18.04/hour - \$22.32/hour (6 steps)  
(4 hours/day – 10 months/year)  
(2:00 p.m. – 6:00 p.m.)

### **Definition**

Under supervision of the KidZone Extended Care Supervisor and Site Lead, assist with development and supervision of a safe and orderly child-oriented environment. Organize and lead in developing educational and physical skill levels in students and communicate the mission of extended care to parents and children.

### **Typical Tasks**

- Communicate with parents, staff and students.
- Organize learning stations and offer assistance with homework.
- Safely supervise student activities and guide them during playtime.
- Perform other related duties as assigned.

### **Minimum Qualifications**

Education: Completion of high school or General Education Diploma (GED). Some Early Childhood Education training courses preferred.

Experience: Previous experience working with parents and students.

Ability to: Work with students from kindergarten through eighth grade; relate in a professional manner to parents, students, and staff; be both flexible and firm with decisions that relate to the extended care program; take direction for improvements or changes; and must be able to stand for long periods of time.

Language: Ability to communicate (both in writing and speaking) in a language other than English may be required in some assignments, with preference in Spanish to English and English to Spanish.

Certificate Required: Must secure First Aid Certificate and CPR Certificate within six months of employment.

Note Restriction: Staffing is contingent upon the funds generated by families participating in the Extended Care Program (“KidZone”).

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Working Conditions:**

In this position, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee’s primary responsibility is working with students in an extended day care program. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate.

### **Work Environment:**

While performing the duties of this job, the employee works in several environments, including classroom, indoor and outdoor environments and on or near student playground equipment. The employee’s primary responsibility is working with students in an extended care program. Employees in this position may have a higher level of exposure to infection and physical injury from students. There is also frequent contact with staff and the public. Employees may be exposed to childhood diseases and anti-social behavior. The noise level is moderate.

### **Physical Demands:**

The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/student assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds without assistance. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required. Physical demands may also increase due to recreational program assignment where the employee will engage in recreational activities with students.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

## LA HABRA CITY SCHOOL DISTRICT

July 8, 2022

To: All Extended Care Assistant Site Lead Applicants

From: Danelle Bautista/Classified Personnel

Re: Testing Information - Application Deadline

### **APPLICATION DEADLINE:**

#### **UNTIL FILLED**

Applications will not be accepted after this time – no exceptions.

There will be a written test for all candidates given at the District Office,  
500 N. Walnut Street, La Habra on:

#### **To Be Determined (By appointment)**

Applicants will not be allowed to enter the testing room after 1:00 p.m. All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

#### **To Be Determined (By appointment)**

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement we are establishing a list for one vacancy in our District. **Please complete and submit the application online through EdJoin.** Incomplete applications will be excluded from the screening process.

This list will be utilized to fill any vacancies that may occur during the one year life of the eligibility list. The list generated from this recruitment will be used to fill both substitute and permanent vacancies in the District.

If you have any questions, please call me at 562/690-2321.

DB/bl