

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

Classified application available @ www.orcutt-schools.net
Departments, Human Resources, Documents, Application for Employment,
Application for Employment - Classified

July 28, 2021

- POSITION:** **ASES HOMEWORK COACH**
(After school program)
Olga Reed Campus in Los Alamos
2.0 hours per day
- SALARY:** \$14.15 - \$18.06 per hour
- QUALIFICATIONS:** See job description
- LICENSES & CERTIFICATES:** First Aid and CPR Certification must be obtained
- TO APPLY:** Submit an application (if one is not on file with the Human Resources Department) and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- APPLICATION DEADLINE:** Open until filled
- INTERVIEW:** Selected applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL EDUCATION AND SAFETY PROGRAM (ASES) HOMEWORK COACH

BASIC FUNCTION:

Under the direction of the ASES Coordinator, site Principal and/or Assistant Superintendent of Educational Services, assist in improving student learning and social skills, improve attendance for the after school program and regular instructional day, provide a safe learning environment.

REPRESENTATIVE DUTIES:

Develops and delivers effective lesson plans. *E*

Supervises tutorial activities in a variety of subjects and grade levels including reading and understanding homework assignments. *E*

Provide homework assistance. Engage children in stimulating enrichment activities. *E*

Develops and maintains positive relationships with students, parents, teachers, ASES Coordinator and other ASES Homework Coaches. *E*

Coordinates with other ASES Homework Coaches in planning. *E*

Assists with the supervision and distribution of snacks. *E*

Participates in staff training and workshops. *E*

Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment; perform basic first aid to injured students according to established guidelines. *E*

Maintains discipline in a manner consistent with school procedures. *E*

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Special needs and requirements of school-aged children.

Basic subjects taught in District schools including arithmetic, grammar, spelling, language and reading.

Safe practices in classroom and playground activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Classroom and playground procedures and conduct.

ABILITY TO:

Assist in coordinating communications, curriculum, regular and special activities involved in the ASES programs and services.

Operate an extended after school program.

Plan and schedule activities.

Assure compliance with rules and regulations regarding the operation of the ASES program

Assist students with homework.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

- Understand and follow oral and written directions.
- Procedures, functions and limitations of assigned duties.
- Communicate effectively with children and adults.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school with an additional 48 college units or equivalent OR NCLB test certificate of passing grade OR high school diploma and AA/AS or higher and two years' experience working with school-aged children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid and CPR certificates or must obtain within 60 days of employment.
- Must have TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information with parents and students.
- Dexterity of hands and fingers to operate various office and instructional equipment.
- Seeing to monitor student activities.
- Standing or walking for extended periods of time.
- Bending at the waist and kneeling, crouching, crawling, pushing and/or pulling to provide assistance.

OUSD
6/2018