

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

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

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

March 9, 2023

POSITION: **INSTRUCTIONAL ASSISTANT, (Kindergarten)**
3.75 hours per day - 10 months

SALARY: \$16.50 - \$20.66 per hour

QUALIFICATIONS: See job description

TO APPLY: Submit an application (if one is not on file with the Human Resources Dept.) and letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Classified Human Resources, at the above address.

Applicants must follow the above instructions to be considered.

APPLICATION DEADLINE: Until filled

INTERVIEW/TESTING: 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: INSTRUCTIONAL ASSISTANT

BASIC FUNCTION:

Under the direction of a Principal, assist a certificated teacher in providing instruction to individual or small groups of students in a classroom and on the playground; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties as assigned.

REPRESENTATIVE DUTIES:

Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and supervise student drills, practices and related activities. *E*

Prepare lessons and instructional materials as directed by the teacher; monitor and score a variety of tests and assignments. *E*

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Oversee student activities including field trips as assigned; lead and monitor games, playground activities and movement education as assigned. *E*

Perform a variety of clerical duties such as preparing, typing and duplicating instructional materials, ordering supplies and recording grades. *E*

Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies. *E*

Confer with teachers concerning programs and materials to meet student needs. *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. *E*

Assist in monitoring rest and nap periods as assigned; clean children, clothes and facility as necessary; assist children in toileting as appropriate. *E*

Participate in meetings and in-service programs as assigned.

Assist with snacks and other meals as appropriate; clean serving area after meals.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.

Reading and writing communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Basic classroom procedures and conduct.

ABILITY TO:

Assist certificated staff with instruction and related activities of the assigned learning environment.

Perform clerical duties such as filing, duplicating and maintaining routine records.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with children and adults.

Read, interpret and follow rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Oversee and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and six months experience in working with school-age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom or playground environment.

Constant interruptions.

PHYSICAL DEMANDS:

Seeing to observe students.

Hearing and speaking to communicate with students and instructors.

Dexterity of hands and fingers to operate educational equipment.

Bending at the waist, kneeling or crouching.

Standing or walking for extended periods of time.