

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

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

**Classified application available @ [www.orcutt-schools.net](http://www.orcutt-schools.net)  
Departments, Human Resources, Classified Employment,  
Application for Employment – Classified 2023**

**May 23, 2023**

**POSITION:**

**INSTRUCTIONAL ASSISTANT, PRESCHOOL  
Early Learning Center  
2023 – 2024 School year**

3.75 hours per day - 10 months (afternoon hours)  
Current hours needed 11:45 – 3:30 p.m.

**SALARY:**

\$17.44 - \$22.25 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 - PRESCHOOL

#### BASIC FUNCTION:

Under direct supervision of the on-site teacher, carries out the overall goals and objectives of the program, including providing directed learning experiences; suitable learning environment; prepares appropriate materials; and performs other related duties as assigned.

#### REPRESENTATIVE DUTIES:

Implement individualized educational programs under the direction of the classroom teacher. *E*

Present educational lessons, material or programs to pre-school age students in a one-to-one or group setting. *E*

Observe and record performance of pre-school age students, participate in child assessment activities. *E*

Assist pre-school age students in learning and self-help activities, and language development conversations, including the child's first language, if other than English. *E*

Assist in the safe supervision of pre-school age children engaged in learning and play. *E*

Observe and control behavior of pre-school age students according to approved procedures. *E*

Assist the teacher in planning, and participate in, the monthly parent education meetings. *E*

Accept guidance and direction of the teacher. *E*

Adhere carefully to all applicable safety rules and practices, use reasonable precaution in the performance of duties. *E*

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

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Ability to understand and accurately follow oral and written instructions
- Knowledge of the emotional and physical needs of pre-school age children
- Knowledge of indoor and outdoor recreational activities suitable for pre-school age children
- Ability to carry out instructions using good judgment, sound decisions and safe practices
- Ability to interact with pre-school age students, parents, teachers, other staff and the public with courtesy, fact and discretion
- Ability to present educational materials, lessons, programs and projects to pre-school age students

**EDUCATION AND EXPERIENCE:**

Any combination of training, education and experience equivalent to graduation from high school plus six (6) units or equivalent in Early Childhood Education.

**LICENSES AND OTHER REQUIREMENTS:**

- Successful completion of the State-mandated proficiency examination.
- Valid standard first aid card and a CPR certificate to be obtained prior to acquiring permanent status
- Maintenance of these certificates is a condition of continued employment

**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.
- Ability to sit at low tables, on small, low chairs, on the floor or on the ground, or in classroom of various configurations for extended periods of time
- Physical ability to lift up to 25 pounds to shoulder height and up to 50 pounds to waist height; to climb stairs and to reach overhead