



## Classified Employment Opportunity



# Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • [www.busd.k12.ca.us](http://www.busd.k12.ca.us)

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**PLEASE POST**

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**DATE POSTED: JULY 8, 2014**

### **INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION (Part-Time 9 month positions) Open and Promotional**

**SALARY:** Minimum of \$13.88 - \$16.87 per hour. The salary rate is based on the 2007-2008 salary schedule for classified unit members. This is a five-step schedule. Eligible for earned vacation, holiday, and sick leave pay on a pro rata basis.

**POSITION:** Under the general administrative direction and direction of a teacher, to instruct pupils individually or in groups in accordance with prescribed learning objectives. Provide instructional support and assistance to teachers and students assigned to a designated special education instructional program, including Special Day Class (SDC) and the Resource Specialist Program (RSP); perform a variety of support activities related to behavior management and classroom instruction of special education students; perform a variety of clerical support duties related to classroom activities. Assistant may be assigned to work with pupil(s) ages 3 to 22 years old. Works with pupils individually or in small groups to tutor, reinforce, or follow up learning activities. Assist teachers with implementation of pupils' individualized Education Program (IEP) through instruction in a wide variety of curricular or extra-curricular activities as defined in the district's curriculum or course of study; helps pupils learn to be aware of their personal appearance and to learn how to take care of personal needs. Implements assigned sections of pupil behavior management plans, which may involve the use of, approved behavior modification, physical management techniques or other skill or knowledge to establish and maintain appropriate behavior. Assist assigned teacher with the implementation of lesson plans; assist in administering, proctoring, scoring tests and papers and charting student progress; modify materials and explain instructions and words. Assist pupils with the use of assistive technology including computers or other teaching aids to accommodate student and to enhance learning. Assist lifting of pupils in and out of wheelchairs, braces, and other orthopedic equipment. Perform toileting services, wheelchair assistance, feeding, and/or or diapering, as needed. Assist pupils in dressing, undressing, bathing, and grooming as needed. Assist pupils with taking medication under administrative direction and while being observed by an assigned teacher. Prepare lunch trays, specialized meals and assist with feeding of pupils unable to feed themselves. Reinforce instruction to students with learning disabilities and language, communication and behavioral problems; assist the teacher and administrator in the implementation of the pupil(s) and or site behavior management plans. Accompanies and assists teachers during the transporting and instructing of pupils in off-campus or community based settings; rides with pupils on the bus which transports the pupils to and from school.

**QUALIFICATIONS:** **Education/Experience:** Graduation from high school or equivalent. One (1) year of paid or volunteer work (equivalent to 1000 hours) with children. Completion of 30 college semester units which include course work directly related to the job, such as behavior management, psychology, child care, child growth and development may substitute for six (6) months of the required 1 year experience. **Knowledge/Abilities:** Knowledge of practical learning patterns and behavior; basic characteristics of human behavior; crisis management techniques; behavior management techniques and strategies. The ability to communicate with pupils and staff and to motivate pupils to participate in learning activities; maintain emotional control under difficult situations; effectively react to emergencies; learn and adapt to new procedures and conditions, and be flexible and adjust to program needs and changes. **Licenses/Other:** Depending on school site, a California driver's license may be required. Incumbents in this classification may be required to speak, read and write in a designated second language and would receive a bilingual differential of 3.75%.

**EXAMINATION:** The selection process will consist of a written examination and technical/oral interview, each weighted at 50%. **All applicants must pass the district's proficiency test with an overall score of 75%.**

**APPLICATION:** District application may be obtained online at [www.busd.k12.ca.us](http://www.busd.k12.ca.us) and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. **Resumes will not be accepted in lieu of the required application. All offers of employment are conditional, based upon the successful completion of the following: Fingerprint/background clearance, physical examination including drug screening, and a test for tuberculosis by a district approved physician.**

**CLOSING DATE:** Applications will be accepted on a continual basis.

**TEST DATE:** To be determined

**B1415/05**

**APPLICATION REQUIREMENTS:** Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

**EXAMINATION NOTIFICATION:** Notification of examination time and place may be made through the United States mail service or email.

**CONVICTION RECORD:** If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

**TUBERCULOSIS TESTING:** Prior to employment, you will be required to pass a tuberculosis examination at your expense.

**PHYSICAL EXAMINATION AND DRUG TESTING:** Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

**MILITARY SERVICE CREDIT:** For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

**ORGANIZATIONAL SECURITY:** Upon appointment to positions other than management, confidential, or non-classified, you will be required to join the California School Employees Association, Chapter 32, or pay the association a fee for service unless you are a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations. In this case, the employee shall, in lieu of the service fee, pay sums equal to the service fee to a non-religious, non-labor organization charitable fund exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code such as the American Cancer Society, American Heart Association, or Cerebral Palsy Fund.

**MEDICAL, DENTAL, AND VISION PLANS:** The District currently provides medical, dental, and vision care plans. Regular employees working 50% of the time or more may choose between three medical care plans, two dental plans, and one vision plan.

**RETIREMENT:** The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

**VACATION:** Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

**HOLIDAYS:** The district provides 13 paid holidays per year based on 12 months of full-time employment.

**OTHER LEAVES:** The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

**ACCOMODATION:** You are required to attach an explanation to your application for any accommodations you may need for examinations.

**MERIT SYSTEMS:** The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

The Bellflower Unified School District does not illegally discriminate on the basis of ethnic group, identification, religion, age, actual or perceived sex, color, sexual orientation, gender, race, ancestry, national origin, mental or physical disability, or any other reason prohibited by State and Federal Discrimination Statues in any program or activity conducted by the District. Students/parents who have questions or concerns about the policy can contact the Assistant Superintendent of Instructional Personnel and Programs at 562-866-9011, extension 2010.