



# 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: AUGUST 25, 2015

## INSTRUCTIONAL ASSISTANT, HEAD-START Part-time Open and Promotional

**SALARY:** Minimum of \$14.92 to a maximum of \$18.15 per hour. The salary rate is based on the 2015-2016 salary schedule for classified unit members. This is a five-step salary schedule.

**POSITION:** Under the direction of Management Personnel, assist an assigned teacher in the supervision and instruction of students; participate and instruct students in a variety of educational craft, play and game activities; maintain attendance records. Prepare and organize instructional materials; assist children with homework, various indoor and outdoor activities. Prepare and serve snacks and meals; set tables according to teacher instructions; instruct children on proper hand-washing techniques; assist children needing to use the bathroom facilities. Perform light housekeeping duties including washing dishes, clearing lunch tables, cleaning mats and workstations, sweeping floors and cleaning sinks, maintain the classroom in a safe, sanitary and orderly condition.

**QUALIFICATIONS:** **Education/Experience:** Graduation from high school or equivalent. At least one year working with children in an organized setting. **Federal/County Regulations:** Completion of 30 college semester units, which includes 12 units in Early Childhood Education; must be working towards an Associate Degree and hold or be eligible to hold an Associate Teacher Permit. **Knowledge/Ability:** Knowledge of equipment, supplies and materials used in a childcare program; basic record-keeping techniques; sanitation practices related to handling and serving food. The ability to establish and maintain cooperative and effective working relationships with others; understand and follow oral directions; prepare and serve food in accordance with health and sanitation regulations. **Licenses/ Other:** Possession of, or the ability to obtain within 6 months of employment First Aid and CPR certificates issued by an authorized agency.

**EXAMINATION:** Oral Interview = 100%

**APPLICATION:** District application may be obtained 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. **MUST SUBMIT COPIES OF TRANSCRIPTS. Resumes will not be accepted in lieu of the required application. All employment offers are conditional, based upon the successful completion of the following: Fingerprint/background clearance, drug screening, and a test for tuberculosis by district approved physician.**

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

**TEST DATE:** To be determined.

**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.