

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job #115

September 20, 2019

CHILD CARE ASSISTANT II Salary \$14.51 per hour

EXAMPLES OF DUTIES

Directs, plans, organizes activities, and supervises students; provides enrichment activities for students in the before and/or after school Academic Recreational Childcare (A.R.C.C.) program; collaborates with NLMUSD Coordinator and A.R.C.C./A.S.E.S.; leads to improve own and others' instructional practices; shares best practices and actively participates in professional development activities; assists the child making a satisfactory transition from home to childcare; maintains a healthy, safe and physically attractive environment to stimulate learning experiences; develops and uses instructional materials suitable for age-appropriate levels of pupils with a wide range of mental, physical and emotional maturities; provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills; supports classroom systems/procedures and helps manage student behavior to ensure all students are fully engaged; evaluates social and academic growth of children and keeps appropriate records; communicates regularly with parents by means of parent meetings and individual parent conferences; provides appropriate communication to parents between school and home; creates an effective environment for learning through functional and attractive displays, exhibits of pupils work and interest centers; maintains professional competence through professional growth activities; selects and requisitions necessary materials, supplies, food and equipment; supervises pupils in out-of classroom activities during the assigned working day; implement a performing arts program through dance, music, or theatre; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

License:

Possession of a valid California Driver's License.

Knowledge of:

Developmental stages of young children; methods to increase student responsibility and build self-esteem; techniques to motivate students to learn; strong written and verbal communication skills. General program needs: enrollment expansion; lesson plans; overall student supervision and program development; coordination of on-site program related to the school day; and appropriate age-level standards and coordination of curriculum. Has experience teaching dance, music, or theatre.

Ability to:

Provide for the health, safety and psychological needs of children; plan, direct and supervise learning activities; provide guidance for children's routine activities; operate AV equipment; establish and maintain cooperative working relationships with those contacted in the course of work; and communicate effectively, both orally and in writing.

Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities. Two years classroom experience or two years as a site supervisor; and experience teaching music, dance, or theatre is desirable.

Education:

Proof of High School Diploma or equivalency and A.A. degree, 48 college units or pass the District's Paraeducator Exam. Placement in a Preschool requires a minimum of six (6) units of Early Childhood Education or Child Development. The six (6) units must be completed within 6 months of employment. **Persons hired will also be required to submit to a physical examination, be fingerprinted, and complete a child abuse index form. (Fees Live Scan - \$32.00, FBI - \$17.00, Child Abuse Index - \$15.00, Social Service - \$10.00 = \$74.00).**

WORK YEAR/BENEFITS

This is an **11 month (student calendar), 19.5 hours per week position, at MOFFIT ELEMENTARY SCHOOL** through the **ACADEMIC RECREATIONAL CHILD CARE SERVICES PROGRAM (A.R.C.C.)**. Person selected will receive paid vacation, holidays and sick leave. **The hours will be Monday, Tuesday, Thursday and Friday 2:30 p.m. – 6:00 p.m., and Wednesday 12:30 p.m. – 6:00 p.m.**

APPLICATION PROCEDURE

Please apply online via EdJoin.org at <https://www.edjoin.org/Home/DistrictJobPosting/1233860>. The deadline for submitting an application is **OCTOBER 1, 2019 AT 4:00 P.M. A test may be given.**

A.D.A. REQUIREMENTS ON REVERSE SIDE
An Equal Opportunity Employer

CHILD CARE ASSISTANT II

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting. Walking on level surfaces. Bending and use of both legs. Fine coordination. Wrist/arm coordination, use of all fingers and both hands. Lifting up to 15 pounds. Carrying/pushing up to 15 pounds (table/chairs). Color, near and night vision, depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

Mental:

Sitting. Walking on level surfaces. Bending and use of both legs. Fine coordination. Wrist/arm coordination, use of all fingers and both hands. Lifting up to 15 pounds. Carrying/pushing up to 15 pounds (table/chairs). Color, near and night vision, depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

Working Conditions:

Office/class environment.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p style="text-align: center;">Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p style="text-align: center;">Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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