

# JOB NOTICE

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

**\*\*\*PERMANENT DISTRICT EMPLOYEES ONLY\*\*\***

Job #225

February 5, 2019

**PARAEDUCATOR READING/MATH TUTOR**  
Salary \$14.37 - \$17.54 (Range 218)

## **EXAMPLES OF DUTIES**

Plan and prepare appropriate instructional materials; individualize instructional support according to student needs; collaborate with teachers regarding student progress; demonstrate patience, encouragement and understanding when working with students; develop and implement individualized tutoring plan to develop skills needed to attain grade level standards; administer informal assessments to measure student understanding and revamp tutoring plan as necessary; keep daily records of student's progress; may assist with classroom technology, adaptive devices, and equipment; and perform other tasks/duties in furtherance of above in keeping with duty statements/direction of supervision.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Safe work practices; developmental stages of young children. Methods to increase student responsibility, build self-esteem and motivation to learn; reading and math teaching techniques; Microsoft Office (Word, Excel, PowerPoint, Outlook).

### **Ability to:**

Meet physical, mental and environmental demands of position with/without reasonable accommodation; work effectively in one-on-one situation with students, work independently with minimal direction; be sensitive to the feelings and needs of young children; follow directives and meet deadlines; work with and understand technology; demonstrate understanding of the training; understand and follow oral and written directions; motivate students through the use of praise and encouragement; communicate effectively with adults and children; maintain professionalism and confidentiality; show competence and assist with academic skills, and communicate orally with correct language usage.

### **Skills:**

Communicate effectively verbally and in writing; analytical and organizational skills; read and understand instructions, follow and give clear directions; work independently and make decisions within the framework of established guidelines; adapt to individual needs of teachers and students and work with interruptions; identifying and responding quickly to emergency situations in a calm and resourceful manner; ability to learn computer skills to assist students in the use of computers in classroom; and be trained in the use of various equipment; and establishing and maintaining cooperative working relationships with those contacted in the course of work.

### **Experience:**

Working with young children, such as volunteering in a classroom, supervising them on the playground; and one to one tutoring.

### **Education:**

Proof of High School Diploma or equivalency and AA Degree or 48 college units or pass Paraeducator Exam.

## **WORK YEAR/BENEFITS**

This is an 11 month (Student Calendar), 3.75 hour per day position at DOLLAND ELEMENTARY SCHOOL. The hours are Monday, Tuesday, Thursday, and Friday from 10:00 a.m. – 11:30 a.m. and 12:15 p.m. – 2:30 p.m. Wednesday from 8:45 a.m. – 11:00 a.m. and 11:30 a.m. – 1:00 p.m. Person selected will receive paid vacation, holidays and sick leave.

## **APPLICATION PROCEDURE**

Please apply via EdJoin.org at <https://www.edjoin.org/Home/DistrictJobPosting/1135352>. The deadline for submitting an application is FEBRUARY 13, 2019 by 4:00 p.m. A test may be given.

**A.D.A. REQUIREMENTS ON REVERSE SIDE**

**An Equal Opportunity Employer**

**PARAEDUCATOR READING/MATH TUTOR**

**A.D.A. REQUIREMENTS**

**Physical, Mental and Environmental Demands:**

**Physical:**

Sitting, walking on a level surface, reaching, bending, use of both legs; wrist/arm motion, grasping/holding, use of both hands, use of all fingers; lift objects 1-15 lbs., carry/push objects 1-15 lbs.; color vision, near vision, use of both eyes, sense of smell, normal hearing, distinguish sounds in transmission, speaking.

**Mental:**

Stress of deadlines, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, calculate, perform routine math process, memorize and recall objects, people, analyze problems and general alternatives.

**Working Conditions:**

Office/classroom 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><b>Title IX Coordinator (Nonstudent Issues):</b> Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p><b>Title IX, Title VI, and Title VII Coordinator (Student Issues):</b> Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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