



- PLEASE POST -

TRANSFER AND INCREASE IN HOURS RECRUITMENT ANNOUNCEMENT

HUMAN RESOURCES: 25634 Alessandro Boulevard, Moreno Valley, CA 92553
PHONE: (951) 571-7500, Ext. 17575
WEB PAGE: www.mvUSD.net

INSTRUCTIONAL ASSISTANT

Only unit members currently in this position are eligible to apply.
These are current vacancies. If you are interested in transferring to other sites,
you may put a transfer on file for future consideration.

Deadline: April 24, 2019 at 4:30 p.m.
Work year: Academic Year
Site/Hours: Cloverdale Elementary School
3 hrs/day, 11:30 a.m. - 2:30 p.m.
Vista Heights Middle School
6.5 hrs/day, 8:30 a.m. - 3:30 p.m.

TRANSFER INFORMATION:

NOTE: CURRENT EMPLOYEES SHALL REMAIN IN A POSITION FOR AT LEAST **ONE (1) YEAR FROM THE BEGINNING DATE OF AN INITIAL PROBATION OR PROMOTIONAL PROBATIONARY PERIOD** IN ORDER TO BE CONSIDERED (PER CONTRACT ARTICLE 22 - TRANSFERS)

To be considered for the above referenced position(s) or any other positions which may become available as a result of transfers or additional growth positions, complete a Classified Transfer Application Form listing the location noted above.

INCREASE IN HOURS INFORMATION

Per Article 18, Section 4(a) of the current Collective Bargaining Agreement, "Unit members thus reduced in hours and unit members working at less than the maximum hours set forth in Appendix A shall, wherever practicable and consistent with the needs of the District, be offered increase hours in classification, in order of seniority based upon District seniority number, as additional hours become available, prior to the District hiring new unit members in that classification."

Transfer and Recruitment Applications are available at:

- **School Site Office / Department Office**
- **District Website: www.mvUSD.net**
- **Human Resources Department, CEC**

Return the appropriate form(s) to **Andrea Anderson**, Human Resources Analyst, by the deadline date/time.

CLASSIFIED

**HUMAN
RESOURCES
DEPARTMENT**

**ANNOUNCEMENT
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NON-DISCRIMINATION POLICY
Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, disability, sexual orientation, or Vietnam-era veteran status. District programs and activities shall be free from unlawful discrimination.

Sexual harassment of or by any person in the work or educational setting shall not be tolerated; it shall be a violation of District policy to engage in any conduct which constitutes sexual harassment.

Complete District policies on non-discrimination, and sexual harassment are available through the Human Resources Division.
(BP 4030, BP 0410a, BP 4119.11)