



BUENA PARK SCHOOL DISTRICT

6885 Orangethorpe Avenue, Buena Park, California 90620-1398

(714) 522-8412

FAX (714) 994-1506

CLASSIFIED EMPLOYMENT OPPORTUNITIES

PLEASE DO NOT REMOVE THIS POSTING FROM SITE POSTING BOARD

| POSITION(S) | ANTICIPATED SITE(S) | POSITION INFO | POSTING INFO |
|--|---|--|--|
| Secretary of Student Programs and Staff Development Anticipated Start Date: ASAP | Anticipated Site: District Office, Student Programs and Staff Development | 1 position; 12 months per year; M-F; Anticipated schedule: 8:00 a.m. to 4:30 p.m. 8 hours/day Pay Range 37: \$21.61 - \$26.25 per hour | Position open to all qualified candidates. Deadline to apply: Wednesday, January 9, 2018, by 12:00 p.m. or until a sufficient amount of applications has been received. |
| Qualifications include 12th grade/equivalent, including course work or training in business practices, office management, record management, storage and retrieval systems. Two years of responsible or specialized clerical experience, preferably in an educational organization. Must pass District exam(s), including hands-on district administered typing exam reaching 50 wpm (net corrected). | | | |
| Secretary Anticipated Start Date: ASAP | Anticipated Site: District Office, Department of Curriculum & Instruction | 1 position; 12 months per year; M-F; Anticipated schedule: 8:00 a.m. to 4:30 p.m. (but may change) 8 hours/day Pay Range 41: \$22.47 - \$27.30 per hour | Open for transfer to current BPSD employees in same job classification requesting a transfer. If current Secretary staff members desire a transfer to any other site, please notify Human Resources no later than Friday, December 21, 2018, by 12:00 p.m. If no transfer requests received, position open to all qualified candidates. Deadline to apply: Friday, December 21, 2018, by 12:00 p.m. or until a sufficient amount of applications has been received. |
| Qualifications include 12th grade/equivalent, supplemented by training or course work in business office management, organization, planning or related technical skill areas. Three years of responsible secretarial experience, including one year in a responsible or lead capacity. Must pass District exam(s), including hands-on district administered typing exam reaching 60 wpm (net corrected). | | | |
| Playground Supervisors and Substitute Playground Supervisors Breakfast and Lunch Coverage Anticipated Start Date: TBD | Multiple Positions Various Sites Positions are -regular, -short-term, and -substitute | Multiple positions; 10 months per year; Positions range from 15 minutes to 2 hours per day; Monday through Friday; Schedules vary, but are generally mid-day for lunch coverage and/or before school. Pay \$11.00 per hour | Open to all qualified candidates. Continuous |
| Qualifications include 12th grade or equivalent education, supplemented by one year of related training/experience. | | | |

All Openings Subject to Change

APPLICATION PROCEDURE:

- Submit a completed employment application via Edjoin (www.edjoin.org) and attach all required documents before posting deadline. Failure to complete all fields of the employment application and/or failure to attach all required documents may disqualify you from this recruitment.
- If assistance is needed or you wish to make a reasonable accommodation request, please contact Human Resources. The provisions of this bulletin do not constitute a contract express or implied and any of the provisions contained herein may be modified with or without notice.
- **All positions require that candidate must be able to perform the essential functions of the job, must possess the necessary qualifications, skills and abilities to successfully perform the job, and must pass a post-offer, pre-employment physical, including drug screen, and pass the LiveScan fingerprint background criminal record check prior to beginning employment in the District.**

- Recommended candidates in safety-related positions must pass post-offer, pre-employment physical and drug screen process prior to beginning employment in the District.
- The provisions of this bulletin do not constitute a contract, express or implied, and any of the provisions contained herein may be modified with or without notice.

Buena Park School District prohibits unlawful discrimination, harassment, intimidation, and bullying of students, district employees and job applicants on the basis of actual or perceived race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics at a district site or activity.

Policy 1312.3 Uniform Complaint Procedures
Regulation 1312.3 Uniform Complaint Procedures
Regulation 1312.4 Williams Uniform Complaint Procedures
Policy 4119.11 Sexual Harassment - Employee and Applicants
Regulation 4119.11 Sexual Harassment - Employee and Applicants
Policy 5145.3 Nondiscrimination/Harassment - Students
Regulation 5145.3 Nondiscrimination/Harassment - Students
Policy 5145.7 Sexual Harassment - Students
Regulation 5145.7 Sexual Harassment – Students

Complaints: [BPSD](#) Superintendent, 6885 Orangethorpe Avenue, Buena Park CA 90620 (714) 522-8412

Only written requests received prior to the deadline will be considered. The Buena Park School District is an Equal Opportunity/Affirmative Action Employer. The provisions of this bulletin do not constitute a contract, express or implied, and any of the provisions contained herein may be modified or revoked without notice.

December 19, 2018

#1819CL015



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6885 Orangethorpe Avenue, Buena Park, California 90620-1398

(714) 522-8412 FAX (714) 994-1506

PLEASE DO NOT REMOVE THIS POSTING FROM SITE POSTING BOARD

CLASSIFIED SUBSTITUTE EMPLOYMENT OPPORTUNITIES

Buena Park School District is accepting applications for the following:

| POSITION(S) | ANTICIPATED SITE(S) | POSITION INFO | POSTING INFO |
|--|-------------------------------------|--|---|
| Substitute Bilingual Services Provider(s) | Various | On-Call, As-Needed Pay Rate: \$17.69 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Bus Driver(s) | Transportation Department | On-Call, As-Needed Pay Rate: \$20.15 per hour | Open to all qualified candidates. Must possess valid CA driver license (class A or B commercial w/passenger endorsement), valid medical cert card, valid CHP-issued School Bus Driver Certificate (no restrictions). Applications accepted on a continuous basis. |
| Substitute Cafeteria Worker(s) | Various | On-Call, As-Needed Pay Rate: \$15.55 per hour | Open to all qualified candidates. Must possess Food Handlers Certificate. Applications accepted on a continuous basis. |
| Substitute Computer Technician(s) I, II & III | Various (Limited work available) | On-Call, As-Needed Pay Rates range from \$20.15 - \$26.35 per hour, depending on job classification | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Custodian(s) Day or Night | Various | On-Call, As-Needed Pay Rates range from \$19.55 - \$20.55 per hour, depending on job classification | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Grounds Worker(s) | Various | On-Call, As-Needed Pay Rate: \$20.96 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Health Clerk(s) | Various | On-Call, As-Needed Pay Rate: \$17.34 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Instructional Assistant(s) Bilingual Child Care Computer Lab Kindergarten Preschool Special Education | Various | On-Call, As-Needed Pay Rates range from \$16.53 - \$16.84 per hour, depending on job classification | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Library Media Clerk | Various | On-Call, As-Needed Pay Rate: \$18.79 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Maintenance Worker(s) I and II | Various | On-Call, As-Needed Pay Rates range from \$21.61 - \$24.58 per hour, depending on job classification | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Playground Supervisor(s) (a.k.a. "Noon Duty" and "Breakfast Duty") | Various | On-Call, As-Needed Pay Rate: \$11.00 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Preschool Instructor | Various | On-Call, As-Needed Pay Rate: \$17.18 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute School Secretary | Various | On-Call, As-Needed Pay Rate: \$22.02 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Secretary | Various | On-Call, As-Needed Pay Rate: \$22.47 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Typist Clerk(s) I and III | Various | On-Call, As-Needed Pay Rates range from \$17.69 - \$19.16 per hour, depending on job classification | Open to all qualified candidates. Applications accepted on a continuous basis. |
| Substitute Warehouse Clerk(s) | Various | On-Call, As-Needed Pay Rate: \$21.61 per hour | Open to all qualified candidates. Applications accepted on a continuous basis. |

All Openings Subject to Change

APPLICATION PROCEDURE:

- All candidates must apply on Edjoin.org.
- Only applications received prior to posted deadlines are considered for any open positions.
- All positions require a minimum education level of high school diploma or equivalent.
- Qualified applicants will need to take/pass applicable job classification-related exams/tests for continued consideration to fill substitute and/or regular positions within any job classification requiring successful passage of exams/tests. Tests consist of questions related to the specific job classification. Candidates will be notified regarding any scheduled exams/tests. Tests and exams are scheduled on an as-needed basis.
- Fingerprint and background clearance check is required by law. Applicants will not be permitted to begin employment until clearance is received by the District from the Department of Justice.
- Recommended candidates in safety-related positions must pass a post-offer, pre-employment physical and drug screen process prior to beginning employment in the District.
- Employment is contingent upon Governing Board approval of the District's recommendation to hire individuals for substitute and regular positions.
- If assistance is needed, or you wish to make a reasonable accommodation request, please contact Human Resources.
- The provisions of this bulletin do not constitute a contract, express or implied, and any of the provisions contained herein may be modified with or without notice.

DEADLINE TO APPLY:

OPEN AND CONTINUOUS UNTIL A SUFFICIENT AMOUNT OF APPLICATIONS HAVE BEEN RECEIVED

Buena Park School District prohibits unlawful discrimination, harassment, intimidation, and bullying of students, district employees and job applicants on the basis of actual or perceived race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics at a district site, program and/or activity.

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December 5, 2017

#1718CL001 V2



EARN

\$12.00 PER HOUR

PLAYGROUND SUPERVISOR: BREAKFAST DUTY SUPERVISOR / LUNCH DUTY SUPERVISOR

JOB DUTIES:

Monitor the school children during the noon hour period, on the school play areas, in the cafeteria and at outdoor lunch tables.

APPLY AT:

www.edjoin.org

BUENA PARK SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
(714) 522-8412

