

JOB NOTICE

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

Job #115

September 13, 2018

CHILD CARE AIDE/BUS MONITOR PRESCHOOL

Salary \$11.51 - \$13.98 per hour (Range 200)

>>>Positions Available<<<

EXAMPLES OF DUTIES

Assist the bus driver in maintain discipline on school bus; monitor and assist students while bus is in operations; consult with and assist bus driver in documentation of student information and record keeping; assist bus driver in assuring seat belts and harnesses are secured as required; in conjunction with bus driver conducts daily health check for illness or injury of students; head count of students and verifies parent signatures match; maintain current knowledge of Emergency Evacuation procedures; assist parent and school personnel with safe loading and unloading of students; attend inservice meetings and training courses as assigned; ensures that each student has an appropriate bus tag and medication if needed; seats children in appropriate order according to designated stops; follows bus safety precautions; ensures that child is released only to authorized person(s); maintains and keeps orderly Emergency Cards for bus riders; provide medication to bus students as needed; works with parents and communicates "Bus Policies and Procedures"; must be able to lift children in their seats if and when necessary, and secure child in safety restraint system; may assist during the transport of pupils from home to school and return; prepares play yard for students use by completing daily safety inspections and setting up materials/supplies; meet the daily needs of young children; performs other duties/tasks in furtherance of above, consistent with departmental duty statement or assignment of supervisor.

MINIMUM QUALIFICATIONS

License & Other Requirements:

A valid California license. Must possess CPR and First Aid certificate.

Knowledge of:

Effective behavior modifications for three to five year olds. Safe practices concerning school bus transportation. Basic record-keeping techniques; health safety, and preschool regulations.

Ability to:

Meet the physical, mental and environmental demands of position with/without reasonable accommodation; understand and anticipate the needs of preschool students in both groups and individual situations; understand and follow oral and written instructions; establish and maintain effective working relationships with students and staff; communicate with parents and staff in a professional manner; maintain current knowledge of Emergency Evacuation procedures; communicate with parents and students in their primary language, if possible.

Experience:

Recent experience working with children in groups is desirable.

Medical Requirements:

Tuberculosis Test, Whooping Cough and Measles immunization, and Influenza vaccine/waiver.

Education:

Proof of High School Diploma or equivalency. Minimum of 6 ECE units or currently enrolled in classes.

WORK YEAR/BENEFITS

There are various **10.5 month, 2 – 3 hour per day positions** working with the **PRESCHOOL PROGRAMS**. Person selected will receive paid vacation, holidays and sick leave.

APPLICATION PROCEDURE

Please apply via EdJoin.org a <https://www.edjoin.org/Home/JobPosting/1095901>. The deadline for submitting an application is **APRIL 30, 2019 by 4:00 p.m.** A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting, walking level surface, occasionally running, bending, use of both legs; fine coordination, wrist/arm motion, grasping/holding; regularly lift 1-15 lbs., occasionally lift 16-50 lbs.; near vision, use of both eyes, sense of smell, normal hearing, distinguish sounds in transmission, speaking. Must be in general good health as job may require physical strength, stamina, agility, dexterity, good hearing, and good central and peripheral vision.

Mental:

Occasional stress of emergencies, normal work standards stress, ability to work with interruption, reading, memorize and recall objects, people, analyze problems and generate alternatives.

Working Conditions:

Exposure to sun, occasional exposure to childhood diseases.

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>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>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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