

# JOB NOTICE

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

Job #226

February 5, 2019

**AVID TUTOR**  
Salary \$15.00 per hour

## **EXAMPLES OF DUTIES**

Tutors students individually or in small groups; assists in all subject areas using class notes and materials collected in binders; conducts brainstorming and rewriting sessions; works with students in any phase of the writing process; evaluates student binders including notes, assignment sheets and calendars; and communicates regularly with the teacher regarding student progress and areas of concern.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

All general subjects with an emphasis in writing.

### **Ability to:**

Become familiar with the materials in the library, textbooks, and materials used by the students; guide students toward academic and personal excellence that will reach far beyond their high school years; work to develop the academic and personal pride of students; and encourage students to be active learners in all subject areas.

### **Experience:**

Recent experience with children in groups such as playgrounds, Sunday School or child centers is desirable.

### **Education:**

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

## **WORK YEAR/BENEFITS**

This is an **11 month (Student Calendar), 5.0 hours per week position at WAITE MIDDLE SCHOOL. The hours are Tuesday, Thursday and Friday from 9:00 a.m. – 2:30 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/1135453>. The deadline for submitting an application is **FEBRUARY 15, 2019 by 4:00 p.m.** A test may be given.

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

**An Equal Opportunity Employer**

## AVID TUTOR

### A.D.A. REQUIREMENTS

#### **Physical, Mental and Environmental Demands:**

##### **Physical:**

Sitting, walking 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 routing math process, memorize and recall objects, people, analyze problems and generate alternatives.

##### **Working Conditions:**

Office 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:

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