

# JOB NOTICE

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

Job #39

July 10, 2018

Substitute Expanded Learning Tutor  
Salary \$12.78 per hour

## EXAMPLES OF DUTIES

Tutors students in the after school program, especially intervention and acceleration for students below grade level. Tutors students in core curricular subjects, and assists with homework. Tutors and provides intervention, prevention, and acceleration for students testing below grade level; provide enrichment, social, and recreational activities for students in the after school program; identifies unique student needs and collaborates with other team members; helps assess students regularly in accordance with Norwalk – La Mirada Unified School District guidelines; collaborates with Norwalk – La Mirada Unified School District team members to improve own and others' instructional practices; shares and uses best practices; actively participates in professional development activities offered by the district and region; supports classroom systems/procedures and helps manage student behavior to ensure all students are safe and fully engaged in learning; supports a school-wide culture of high expectations that includes college and career preparation for all students; demonstrates knowledge of, and supports, Norwalk – La Mirada Unified School District mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior; and performs other related duties as required and assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Developmental stages of children; methods to increase student responsibility and build self esteem; techniques to motivate students to learn; strong written and verbal communication skills; academic, recreational, and social activities appropriate for age level of children.

### Ability to:

Work effectively in one-to one situation with students; be sensitive to the feelings and needs of children ranging in age from elementary through middle school; follow directives and meet deadlines, attend and demonstrate understanding of the training; understand and follow oral and written directions; motivate students through the use of praise and encouragement; and willingness to reflect and improve practice; collaborate with colleagues, parents and community in a professional manner.

### Education:

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

### Experience:

Working with children such as volunteering in a classroom, recreational leader, coaching a team, sport or activity; supervising them on the playground; and one to one tutoring is desirable.

### Skills:

Ability to communicate effectively and professionally with adults and children; and Bilingual/Spanish is desirable.

## WORK YEAR/BENEFITS

These are **SUBSTITUTE POSITIONS** at **VARIOUS LOCATIONS** working on a needed basis only.

## APPLICATION PROCEDURE

Please apply via [EdJoin.org](https://www.edjoin.org) at <https://www.edjoin.org/Home/JobPosting/1070286>. The deadline for submitting an application is **OPEN UNTIL FILLED**. A test may be given.

**A.D.A. REQUIREMENTS ON REVERSE SIDE**  
**An Equal Opportunity Employer**

# SUBSTITUTE EXPANDED LEARNING 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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