

JOB NOTICE

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

Job #40

July 11, 2018

SUBSTITUTE CHILD CARE ASSISTANT I

Salary \$12.78 per hour

EXAMPLES OF DUTIES

Directs, plans, organizes activities, and supervises students; provides enrichment activities for students in the before and/or after school Academic Recreational Childcare (A.R.C.C.) program; collaborates with NLMUSD Coordinator and A.R.C.C./A.S.E.S. leads to improve own and others' instructional practices; shares best practices and actively participates in professional development activities; assists the child making a satisfactory transition from home to childcare; maintains a healthy, safe and physically attractive environment to stimulate learning experiences; develops and uses instructional materials suitable for age-appropriate levels of pupils with a wide range of mental, physical and emotional maturities; provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills; supports classroom systems/procedures and helps manage student behavior to ensure all students are fully engaged; evaluates social and academic growth of children and keeps appropriate records; communicates regularly with parents by means of parent meetings and individual parent conferences; provides appropriate communication to parents between school and home; creates an effective environment for learning through functional and attractive displays, exhibits of pupils work and interest centers; maintains professional competence through professional growth activities; selects and requisitions necessary materials, supplies, food and equipment; supervises pupils in out-of classroom activities during the assigned working day; implement a performing arts program through dance, music, or theatre; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

License:

Possession of a valid California Driver's License.

Knowledge of:

Developmental stages of young children; methods to increase student responsibility and build self-esteem; techniques to motivate students to learn; strong written and verbal communication skills. General program needs: enrollment expansion; lesson plans; overall student supervision and program development; coordination of on-site program related to the school day; and appropriate age-level standards and coordination of curriculum.

Ability to:

Provide for the health, safety and psychological needs of children; plan, direct and supervise learning activities; provide guidance for children's routine activities; operate AV equipment; establish and maintain cooperative working relationships with those contacted in the course of work; and communicate effectively, both orally and in writing.

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.

Education:

Proof of High School Diploma or equivalency and A.A. degree, 48 college units or pass the District's Paraeducator Exam.

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/1071002>. 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 CHILD CARE ASSISTANT I

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting. Walking on level surfaces. Bending and use of both legs. Fine coordination. Wrist/arm coordination, use of all fingers and both hands. Lifting up to 15 pounds. Carrying/pushing up to 15 pounds (table/chairs). Color, near and night vision, depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

Mental:

Sitting. Walking on level surfaces. Bending and use of both legs. Fine coordination. Wrist/arm coordination, use of all fingers and both hands. Lifting up to 15 pounds. Carrying/pushing up to 15 pounds (table/chairs). Color, near and night vision, depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

Working Conditions:

Office/class 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:

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