

JOB NOTICE

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

Job #21

August 10, 2018

SUBSTITUTE SUPERVISION/NOON AIDE Salary \$11.00 per hour (Range 661)

EXAMPLES OF DUTIES

Supervises students before and after school, and during recess and lunch; Circulates throughout the cafeteria and other designated areas during mealtime; Helps students by opening packages and milk cartons; Assists with cleaning up spills and provides additional assistance as needed; Ensures students are orderly and behaving appropriately; Assists staff with nutrition/lunch cleanup; Interacts with students to maintain order and provide assistance when needed; Organizes group games and activities as needed; Assumes responsibility for inventory and distribution of play equipment; Directs movement of students to and from playground, lunchroom, and classrooms in a safe and organized manner; Assesses playground for security and conditions of equipment and reports concerns to site administration; Reports disciplinary and other concerns to administration and/or classroom teacher; Provides assistance for students requiring additional educational guidance; Maintains safe environment for students at all times; Routinely checks restrooms for safety; Responds to emergency situations for the purpose of resolving immediate safety concerns; Evaluates student injuries, determines course of action, performs minor first aid, and completes required paperwork in compliance with District policy; Reports safety, sanitary, and fire hazards immediately to administration; Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Knowledge and understanding of developmental stages of children physically, emotionally, and cognitively; Basic childcare health and safety knowledge; Knowledge of games, interests, and District policies and procedures.

Ability to/Skills:

Organize and supervise small group games; maintain control of pupils on the playground and build/foster an effective relationship with children and adults; Communicate fluently verbally and in writing in English; Read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations; Ability to write routine reports and correspondence.

Education:

Proof of High School Diploma or equivalency.

Experience:

None required.

WORK YEAR/BENEFITS

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

APPLICATION PROCEDURE

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/JobPosting/1083540>. The deadline for submitting an application is **May 31, 2019**.

A.D.A REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

SUPERVISION/NOON AIDE

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Standing, sitting, walking level surface, walking uneven slippery surface, stair climbing, occasionally reaching, running, jumping, bending, use of both legs, fine coordination; Wrist/arm motion, grasping/holding, use of all fingers, use of both hands. Regularly lift 1-25 pounds, occasionally carry/push 1-40 pounds, but rarely over 40 pounds; Color vision, depth perception, use of both eyes with corrective lenses, sense of smell, normal hearing, distinguish sounds in transmission, speaking

Mental:

Stress of emergencies, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, reading, interpreting codes, laws, policies, memorize and recall objects, people, and analyze problems and generate alternatives.

Working Conditions:

Exposure to indoor and outdoor environments, exposure to sun (seasonal), extremes of temperature (seasonal), wetness, dust, slippery surface, irregular hours (occasional overtime), some shift variation, interaction in physical confrontations, and driving a vehicle to conduct work.

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
--	---