

# JOB NOTICE

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

**\* \* \* PERMANENT DISTRICT EMPLOYEES ONLY \* \* \***

Job #255

March 14, 2019

**EDUCATIONAL SUPPORT SERVICES TECHNICIAN**  
Salary \$3499.00 - \$4267.00 per month (Range 245)

## **EXAMPLES OF DUTIES**

Types/inputs letters, memoranda and reports as required by the supervisor; makes appointments and reservations and disperses approved information; answers questions involving an understanding of policies, procedures, regulations and technical processes; maintains a complex system of interrelated files and records; compiles reports from a wide variety of sources and transmits to other offices or agencies; inputs and retrieves data from a computer; performs other tasks/duties in furtherance of above in keeping with duty statements/directives of supervision; distributes and keeps inventory of assessment supplies, and orders office supplies; looks up student information in Student Information System.

## **QUALIFICATIONS**

### **License:**

Possess a valid California Driver's License.

### **Knowledge of:**

Safe work practices; Districts Student Information System; Basic knowledge of searches/queries; Modern office practices and procedures, including business correspondence, filing, copy machine, and special office equipment; records keeping techniques, filing systems and information management; interpersonal skills using tact, patience and courtesy; proficient in spreadsheets, word processing, and presentation software programs.

### **Skills/Ability to:**

Meet physical, mental and environmental demands of position with/without reasonable accommodation; establish and maintain cooperative and effective working relationships with others; work independently with little directions; work confidentially with discretion; perform varied secretarial and clerical support duties; compose correspondence independently or from oral instructions; perform duties effectively with many demands on time and with constant interruptions; read, interpret, apply and explain rules, regulations, policies and procedures; communicate effectively both orally and in writing; comprehend and follow directions; performs difficult clerical work involving independent judgment and requiring accuracy and speed; make clear and comprehensive reports and keep difficult and complex records; type/keyboard from clear copy at a speed of **40 words a minute**.

### **Experience:**

Three years of clerical experience.

### **Education:**

Proof of High School Diploma or equivalency.

## **WORK YEAR/BENEFITS**

This is a **12 month, 8 hour per day position** with the **SPECIAL EDUCATION DEPARTMENT**. The hours are **7:30 a.m. to 4:00 p.m.** Person selected will receive full benefits.

## **APPLICATION PROCEDURE**

Please apply via EdJoin.org at <https://www.edjoin.org/Home/DistrictJobPosting/1149507>. The deadline for submitting an application is **MARCH 21, 2019 by 4:00 p.m.** A test may be given.

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

**An Equal Opportunity Employer**

## EDUCATIONAL SUPPORT SERVICES TECHNICIAN

### A.D.A. REQUIREMENTS

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

##### **Physical:**

Sitting, walking level surface, reaching, bending use of both legs; fine coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands; lift 1-15 lbs, carrying/pushing 1-15 lbs; color vision, near vision, use of both eyes, sense of smell normal hearing, distinguish sounds in transmission.

##### **Mental:**

Stress of emergencies, stress of deadlines, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, interpreting policy, calculate, perform 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:

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