

JOB NOTICE

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

Job #187A

December 18, 2018

CHILD CARE ASSISTANT
Salary \$11.51 - \$13.98 per hour (Range 200)

EXAMPLES OF DUTIES

Works in coordination with the Child Care Teacher I, Child Care Teacher II and Child Care Teacher III to organize, conduct and oversee a wide variety of activities for children including sports, arts and crafts, games, drama and music; uses a wide variety of instructional materials suitable for verbal or visual instruction of children with a wide range of mental, physical and emotional maturities; maintains and cleans facilities; and performs related duties as required.

QUALIFICATIONS

License/Certificates:

Possession of a valid California Driver's License or work permit from school if applicable is required. Must possess a current CPR/First-Aid certificate, within the first 60 days of employment.

Knowledge of:

Development of activities suitable for children; methods, practices and equipment used in maintaining an effective recreational program; and first aid and safety practices.

Ability to/Skills:

Organize and direct the activities of children using available materials; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with the public, community groups, and staff; exercise good judgment, courtesy and tact with staff and the public.

Experience:

Prior childcare experience is desirable.

Education:

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

WORK YEAR/BENEFITS

This is an **11 month (student calendar), 12.75 hours per week positions at LA PLUMA ELEMENTARY with the LA MIRADA SCHOOL AGE CHILD CARE PROGRAM (SACC). The hours are M,T,TH, F 2:15 p.m. – 4:30 p.m. and Wednesday 12:45 p.m. – 4:30 p.m.** Person selected will receive paid vacations, holidays, and sick leave.

APPLICATION PROCEDURE

Please apply via Edjoin.org at <https://www.edjoin.org/Home/JobPosting/1126740>. The deadline for submitting an application is **JANUARY 17, 2019. A test may be given.**

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

CHILD CARE ASSISTANT

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:

Occasional stress of emergencies, stress of interpersonal conflict and normal work standards stress. Ability to work with interruption. Concentrate for long periods of time. Reading. Calculate, perform routine math process. Solve multi-variant problems.

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:

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