

JOB NOTICE

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

Job #71

August 22, 2018

Substitute Expanded Learning Site Leader
Salary \$ 17.78 per hour

EXAMPLES OF DUTIES

The expanded learning site leader oversees the ongoing planning and operations of a high quality, personalized education program for students and upholds the mission and values established by Norwalk-La Mirada Unified School District; plans, supervises and trains tutors, oversees attendance procedures and policies, and communicates with students and families daily, this includes implementing the systems, parent communication, and professional development, follow up, data analysis, troubleshooting and all areas regarding the implementation of a successful program; coaches expanded learning program tutors and opens and closes program on a daily basis; monitors student information and maintains accurate student records, including attendance; records teacher and staff hours and processes timesheets and other personnel documents; monitors students' academic performance on an ongoing basis to ensure continual progress; supports classroom systems/procedures and manages student behavior to ensure all students are fully engaged; supports a school-wide culture of high expectations that includes college 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; teaches students and performs other related duties as required and assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Developmental stages of young children; methods to increase student responsibility and build self esteem; techniques to motivate students to learn; and strong written and verbal communication skills.

Ability to/Skills:

Work effectively in one-to one situation with students; be sensitive to the feelings and needs of young children; follow directives and meet deadlines, demonstrate understanding of the training; understand and follow oral and written directions; motivate students through the use of praise and encouragement; implement Norwalk – La Mirada Unified School District's Instructional Guidelines and Best Practices; ability and willingness to reflect and improve; and collaborate with colleagues, parents and community, strong organizational skills; Ability to communicate effectively with parents, children and staff personnel, and Bilingual/Spanish.

Experience:

Working with young children such as volunteering in a classroom, supervising them on the playground; one to one tutoring; and some management experience preferred.

Education:

Proof of High School Diploma or equivalency and AA Degree or 48 college units or pass 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** at <https://www.edjoin.org/Home/JobPosting/1088496>. The deadline for submitting an application is **MAY 31, 2019**. A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

SUBSTITUTE EXPANDED LEANING SITE LEADER - ELEMENTARY

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:

<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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