

# JOB NOTICE

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

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

**MUST BE ELIGIBLE TO OBTAIN A VALID CALIFORNIA CHILD DEVELOPMENT ASSOCIATE TEACHER PERMIT OR HIGHER**

Job #257

March 14, 2019

**PARAEDUCATOR PRESCHOOL**  
Salary \$14.55 - \$17.76 per hour (Range 219)

## **EXAMPLES OF DUTIES**

Assist teacher in classroom instruction, assessments of students, including writing up observations and maintaining portfolios, small group activities, maintenance of student discipline, preparing instructional materials, administration of children's meals, providing basic first aid to children and field trip activities; supervise and participate in outdoor/playground activities; attends in-service training; participates in planning activities with teacher; pick-up/deliver children to bus; performs other tasks/duties in keeping with departmental duty statement or by assignment of supervisor; and assist with toileting needs of children.

## **MINIMUM QUALIFICATIONS**

### **License:**

Valid California C Driver's License. Must be eligible to obtain valid California Child Development Associate Teacher Permit or higher Teacher Permit.

### **Knowledge of:**

The general needs and the behavior patterns of children.

### **Ability to:**

Perform all tasks in safe and efficient manner; meet the physical, mental and environmental demands of the position with/without reasonable accommodation; understand and anticipate the needs of children; operate a variety of mechanical learning equipment; understand and follow oral and written instructions; establish and maintain effective working relationships with children and adults; communicate orally with correct language usage; exhibit good English writing skills.

### **Experience:**

Recent experience in working with groups such as youth groups, child centers, or playgrounds and/or experience requiring organizational skills are desirable.

### **Skills:**

Bilingual desirable.

### **Education:**

Proof of High School Diploma or equivalency. Must be enrolled in a program leading to an Associate degree or higher in early childhood education, child development or related field. Must attend not less than 15 clock hours of professional development per year. CPR and First Aid certificate is required. **Person hired will also be required to submit to a physical examination, be fingerprinted, and complete a child abuse index form. (Fees Live Scan - \$32.00, FBI - \$17.00, Child Abuse Index - \$15.00, Social Service - \$10.00 = \$74.00).**

## **WORK YEAR/BENEFITS**

This is a **10 month, 3.75 hours per day position** with the **RAMONA HEAD START STATE/ PRESCHOOL PROGRAM**. Hours are **7:50 a.m. to 11:35 a.m.** Person selected will receive paid vacations, holidays, and sick leave.

## **APPLICATION PROCEDURE**

Please apply via Edjoin.org at <https://www.edjoin.org/Home/DistrictJobPosting/1149696>. 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**

# PARAEDUCATOR PRESCHOOL

## A.D.A. REQUIREMENTS

### Physical, Mental and Environmental Demands:

#### **Physical:**

Sitting. Walking level surfaces & occasional uneven slippery surfaces. Reaching, bending and use of both legs. Fine coordination. Wrist/arm coordination, grasping/holding, use of all fingers and both hands. Regular lifting to 15 and occasional lifting of 16-25 lbs. Carrying/pushing 26 to 40 pounds and up. Near and color vision and depth perception. Use of both eyes with corrective lenses. Sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

#### **Mental:**

Stress of deadlines and normal work standards stress. Ability to work with interruption. Concentrate for long periods of time. Reading. Interpreting policy. Calculate, perform routine math process. Memorize and recall objects, people. Analyze problems and generate alternative solutions.

#### **Working Conditions:**

Work above ground level (ladders). Irregular hours.

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