



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
Superintendent

CLASSIFIED JOB OPENINGS

POSITION: Yard Duty Aide
3 hours per day

LOCATION: Frazier Park School

SALARY RANGE: #1 \$10.54 to \$12.96

POSITION: Instructional Aide – PE Dept.
5 hours per day

LOCATION: Frazier Mountain High School

SALARY RANGE: #1 \$10.54 - \$12.96 per hour

ALL INSTRUCTIONAL AIDES MUST MEET THE FOLLOWING REQUIREMENTS:

- AA/AS Degree; or
- 48 college units; or
- Successful passage of proficiency test equivalent to AA Degree

POSTION: Cafeteria Worker II
3 ¼ hours per day

LOCATION: Frazier Park School

SALARY RANGE: #4 \$11.34 to \$13.96 per hour

PRE-EMPLOYMENT PHYSICAL EXAMINATION: Your appointment is not assured until you have passed this physical.

POSITION: Bus Driver, Part-Time
3 ¾ hours per day, 10 months

SALARY RANGE: #16 \$15.25 to \$18.77 per hour

PRE-EMPLOYMENT PHYSICAL EXAMINATION: Your appointment is not assured until you have passed this physical.

SELECTION PROCESS: Qualifications and suitability for all positions will be assessed in an oral interview.

PRIMARY FUNCTIONS AND QUALIFICATIONS: See Job Description in School Offices

APPLICATION PROCEDURE: Interested personnel should submit an application and resume to Rodney Wallace by Monday, August 29, 2016.

El Tejon Unified School District

YARD DUTY AIDE Job Description

JOB SUMMARY:

Under the general supervision of the school principal, to supervise playground and other areas as assigned. To encourage student activities that will contribute toward the health and safety of the students while on the school playground. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Basic understanding of children's needs;
Health and safety of the students on the playground.

Ability to:

Be warm and affectionate, yet firm and consistent;
Maintain discipline and to be able to carry out school policy concerning disciplinary measures;
Work in inclement weather conditions.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. To maintain discipline;
2. Understanding of the school's policy concerning discipline;
3. Present disciplinary cases to the School Principal;
4. Movement about the playground for the full period of time;
5. Make sure his/her eyes are cast over the entire group of children to observe any abnormal activities that may be going on;
6. Check the corners of the playground, buildings and small groups of children who may be clustered;
7. Be inquisitive, enter into the discussion to let students know you are affectionate and human;
8. Always be consistent in your dealing with discipline;
9. Maintains confidentiality on all school-related matters;
10. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent

2 = Occasional = 25-50 percent

3 = Often = 51-75 percent

4 = Very frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand and circulate for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 25 lbs.
- 1 h. Ability to carry 25 lbs.
- 4 i. Ability to reach in all directions.

YARD DUTY AIDE JOB DESCRIPTION
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OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

1

El Tejon Unified School District

INSTRUCTIONAL AIDE Job Description

JOB SUMMARY:

Under the supervision of the site principal, assists a certificated teacher(s) in a wide variety of instructional, clerical and housekeeping functions. Performs yard duty and student supervision duties as assigned by the principal. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Basic concepts of child growth and development and developmental behavior characteristics;
Student behavior management strategies and techniques;
Appropriate English usage, punctuation, spelling and grammar;
Basic arithmetical concepts;
Routine record management, storage and retrieval systems and procedures.

Ability to:

Work cooperatively with classroom teachers, principal, staff and parents;
Maintain an appropriate climate to reinforce acceptable student behavior;
Maintain the confidentiality of student-related matters;
Spanish speaking preferred.

Experience and Training Guidelines

Voluntary and/or paid experience working with children or groups of children.

Education

AA/AS Degree; or 48 college units; or, successful passage of proficiency test equivalent to AA Degree

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Assists in the instructional program by working with students on an individual basis or in small groups;
2. Assists students by answering questions, supervising assigned work, giving directions and operating equipment;
3. Supervises students in the classroom and on the grounds and maintains appropriate student behavior;
4. Performs routine clerical functions such as correcting student work, maintaining records, filing, taking roll and lunch count and distributing and collecting materials;
5. Performs non-instructional duties such as preparing materials, duplicating materials, preparing bulletin boards and room environments, and general housekeeping chores;
6. Maintains confidentiality on all school-related matters;
7. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements:

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

3 a. Ability to work at a desk, conference table or in meetings of various configurations.

4 b. Ability to stand for extended periods of time.

4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.

4 d. Ability to hear and understand speech at normal levels.

INSTRUCTIONAL AIDE JOB DESCRIPTION
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- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl.
- 1 g. Ability to lift 40 lbs.
- 1 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

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SALARY RANGE:

#1

El Tejon Unified School District

CAFETERIA WORKER II Job Description

JOB SUMMARY

Under supervision, prepares food and assists in the maintenance of a school cafeteria. Performs other work as assigned and does related bookkeeping and drives the cafeteria truck.

REQUIRED QUALIFICATIONS

Knowledge of:

Methods of preparing food, including salads, sandwiches and simple desserts; basic kitchen utensils and equipment.

Ability to:

Follow oral and written directions; operate equipment found in school cafeterias;

Pass simple calculation test;

Pass Serv-Safe Food Certification Course.

Experience/Education:

One year of paid experience in food preparation and kitchen maintenance is desirable. Education equivalent to high school diploma.

License: Possession of a valid California Drivers License

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Prepares desserts, pastries, salads, sandwiches, and other food;
2. Assists in baking and preparing of meat dishes and other main dishes;
3. Helps revise recipes as needed;
4. Serves food;
5. Assists in setting up steam table for food service;
6. Assists in cleaning and storing cafeteria equipment and food supplies;
7. Prepares and assists in the serving of sandwiches, drinks and other foods from the serving line;
8. Works with custodial and maintenance staffs in maintenance and operation of the kitchen and equipment;
9. Supervise and aide student workers;
10. Must be required to have a valid California drivers license;
11. Must have the ability to learn simple computer program;
12. Count and balance daily cash report and deposit;
13. Maintain the confidentiality of school-related matters;
14. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequent = 76 percent and above

- 1 a. Ability to work at desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 3 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop, kneel, push and pull.

CAFETERIA WORKER II JOB DESCRIPTION
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- 4 g. Ability to stir.
- 2 h. Ability to lift 50 lbs.
- 2 i. Ability to carry 40 lbs.
- 4 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

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SALARY RANGE:

4

El Tejon Unified School District

BUS DRIVER Job Description

JOB SUMMARY

To drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips; and to do other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Safe driving practices.

State laws, rules and regulations pertaining to school bus operations and pupil transportation.

First aid practices.

How to drive a school bus safely and efficiently.

Ability to:

Maintain order among students on a school bus.

Recognize malfunctions in equipment and take appropriate action.

Learn designated bus route, including stops and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of increasingly responsible bus driving experience.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus Certificate.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
2. Escort students across streets when necessary, stopping traffic as needed;
3. Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
4. Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
5. Maintain good order among students on the bus following district policies regarding the disciplining of children;
6. Make routine safety checks, report problems or equipment malfunctions;
7. Maintain records of all trips;
8. Install tire chains;
9. Maintain confidentiality on school-related matters; Cooperative working relations with students, staff and community;

BUS DRIVER JOB DESCRIPTION
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10. File accident reports when necessary;
11. Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils;
12. Physically assist students on and off bus when necessary.
13. Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.

1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 4 a. Ability to sit for extended periods of time.
- 1 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observe students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 3 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

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