



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

**Sara Haflich**  
Superintendent

### **CLASSIFIED JOB OPENINGS 2019-2020**

**POSITION:** Campus Security  
5 hrs / day, 5 days / week, 180 days  
**LOCATION:** FMHS  
**SALARY RANGE:** #12, \$14.10 - \$17.34 / hour

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**POSITION:** Special Education Aide II Secondary  
3.75 hrs / day, 5 days / week, 180 days  
**LOCATION:** FMHS  
**SALARY RANGE:** #10, \$13.43 - \$16.50 / hour

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**POSITION:** Technical Support Technician  
8 hours per day / 3 days / week w/ flexibility, 12 months  
**LOCATION:** District  
**SALARY RANGE:** #20, \$17.18 to \$21.13 / hour

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**POSITION:** Special Education Aide  
3.5 hours / day, 5 days / week  
**LOCATION:** Possibly Frazier Park School, El Tejon School & FMHS  
**SALARY RANGE:** #5, \$11.87 to \$14.59 / hour

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**SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**APPLICATION PROCEDURE:** Interested personnel should submit an application and resume to the District Office by Tuesday, August 6, 2019.

**Positions pending CSEA and ETUSD Board of Trustee Approval!**

# El Tejon Unified School District

## **CAMPUS SECURITY** Job Description

### **JOB SUMMARY:**

To assist in providing a safe and secure school environment for students, staff and community under the direct supervision of the administration and campus supervisor.

### **REQUIRED QUALIFICATIONS:**

Knowledge of:

Approved techniques and methods of youth supervision;  
District rules and regulations pertaining to student behavior and conduct on campus;  
Proper English usage, vocabulary, and grammar.

Ability to:

Learn appropriate laws, crime prevention methods, and district policies and procedures;  
Relate well and exercise good judgment with students;  
Analyze situations accurately and adopt effective course(s) of action;  
Maintain order and discipline;  
Understand and carry out instructions;  
Communicate effectively in both oral and written form;  
Read and write at a level sufficient to perform required duties;  
Maintain records and write accurate, clear, concise reports;  
Exercise tact and diplomacy in dealing with students, parents and campus visitors;  
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training Guidelines:

Responsible experience working with youth;  
Experience with high school age youth preferred.

Education:

Education, training and experience equivalent to completion of high school.

Candidates for the position will be finger printed and will undergo a thorough background check. A current DMV printout showing no felony or misdemeanor conviction will be required.

### **ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Supervise students on school grounds, including corridors, restrooms, parking lots and adjacent areas for purpose of enforcing rules and regulations pertaining to student attendance, behavior and conduct;
2. Work with student discipline problems as directed by the principal/and or campus supervisor;
3. Maintain discipline and order on campus and at school activities, including evening and weekend activities, as assigned by the principal/and or campus supervisor;
4. Intercede in and resolve students fights and arguments;
5. Cooperate with school personnel and law enforcement agencies in prevention, control and investigation of illegal activities by persons or groups directed against district pupils, personnel or facilities.

**CAMPUS SECURITY JOB DESCRIPTION**

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- 6. Maintains inventory of assigned school equipment and supplies;
- 7. Maintains confidentiality on school-related matters;
- 8. Incorporated within one or more of the previously mentioned essential function of this job description are the following essential physical requirement:  
 1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent  
 2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 2 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.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to separate and restrain students.

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

Willingness to work irregular hours  
Other related duties as assigned.

**SALARY RANGE:**

12

**EVALUATION:**

Performance of this job will be evaluated in accordance with Board Policies and Procedures and consistent with the CSEA Agreement when applicable.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**District 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.

Board Approved:

Salary Range: 12  
 5 hours per day  
 5 days a week  
 180 Days

## El Tejon Unified School District

### **SPECIAL ED AIDE II Secondary Job Description**

#### **JOB SUMMARY**

Under supervision of the Principal and Resource Specialist teacher, performs a wide variety of instructional, clerical, and light housekeeping functions. Performs yard duty and student supervision duties as assigned by the Principal. Aids teachers, but full responsibility for appropriate instruction, curriculum materials and evaluations remains with the teacher. As required, supervises students for a limited time, not to exceed 30% of normal work week, for situations related to the Resource Specialist Program. Perform 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:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;  
Communicate effectively in oral and written form in English and/or a second language, as required by the assignment;  
Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment;  
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships with children and adults.

##### Experience and Training Guidelines

One year of paid or volunteer experience working with multi-age groups of children or the equivalent.  
**Complete CPI and any other necessary behavioral intervention training.**

##### Education:

Equivalent to the completion of high school, supplemented by training or coursework in child growth and development. Proficiency in basic skills as evidenced by obtaining a passing score on the Bakersfield Adult School Proficiency Test, or diploma from a California high school obtained after 1980.

#### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Assists instructional personnel with presentation of learning materials;
2. Tutors individual students and small groups of students to reinforce and follow up learning activities;
3. Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;



El Tejon Unified School District  
**Technical Support Technician**  
Job Description

**JOB SUMMARY**

Under the direction of the Director of Technology, the Technical Support Technician's role is to support and maintain efficient computer operations so that end users (students, teachers, and staff) can accomplish all district tasks. This includes receiving, prioritizing, diagnosing, resolving, and documenting end user helpdesk tickets. Problem resolution may involve the use of computer software, hardware, and diagnostic tools, and will regularly require that the individual give hands-on help at the desktop level.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Computer workstation hardware, peripherals, printers and photocopiers, district and school supported software, and computer operating systems including Windows, OS X, Chrome OS, and GNU/Linux
- Computer networking principles, Local Area Networks (LANs), ethernet and wireless networking, network cabling topologies, and industry standards and practices
- Basic electronic and electrical theory and power requirements of microcomputer equipment.
- Student Information System and Assessment software, such as Illuminate, including industry standards and practices of data entry
- Google Applications (Docs, Sheets, Slides) and/or Microsoft Office Applications (Word, Excel, PowerPoint)
- Helpdesk or Issue Tracking Systems, such as osTicket

Ability to:

- Independently solve problems
- Communicate effectively both orally and in writing in a professional customer/teacher support context
- Document and maintain records of issue resolution, estimating time and suggesting future improvements for work request tickets
- Work with a significant diversity of individuals and/or groups.
- Satisfactorily perform the functions of the job commensurate with the above description and example of duties below
- Establish and maintain cooperative and effective working relationships with others, including effective communication

Education:

- High school diploma or GED equivalent
- Two years of experience in PC/customer support; or
- An AA/AS degree from an accredited community college, college, or university with an emphasis on computer operation, information systems or network operations may be considered in lieu of experience.

## Technical Support Technician

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Any other combination of education, training or experience that could likely provide the desired skills, knowledge or abilities may be considered.

#### License or Certificates:

- A valid State of California Driver's License Class C.

#### **ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Provides technical support for the purpose of assisting users with computer hardware and software problems and proper operations of services, systems and other devices.
2. Sets-up/configures/maintains computer workstations, including peripherals, printers, using district-approved software applications, site specific educational technology applications, and networking hardware and software
3. Supports District use of Google Applications for word and spreadsheet processing, presentations, videos, file backups, email, and calendaring.
4. Perform LAN/WAN equipment troubleshooting as part of a problem solving process
5. Maintains repair and service records for the purpose of documenting hardware, software and installations and changes.
6. Composes technical and non-technical materials (e.g., reports, memos, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
7. Performs related duties as assigned.

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.
- 2 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.
- 3 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 2 f. Ability to bend and twist, stoop, kneel, crawl, push, pull
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 4 i. Ability to operate office equipment.

#### **OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee Signature: \_\_\_\_\_ Date:

**Technical Support Technician**

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Authorized Representative: \_\_\_\_\_ Date:

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**SALARY RANGE: 20**

Board Approved: 6-13-19



## El Tejon Unified School District

### **SPECIAL ED AIDE Job Description**

#### **JOB SUMMARY**

Under supervision of the Principal and Resource Specialist teacher, performs a wide variety of instructional, clerical, and light housekeeping functions. Performs yard duty and student supervision duties as assigned by the Principal. Aids teachers, but full responsibility for appropriate instruction, curriculum materials and evaluations remains with the teacher. As required, supervises students for a limited time, not to exceed 30% of normal work week, for situations related to the Resource Specialist Program. Perform 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:

Demonstrate an understanding, patient and receptive attitude toward students of varied age groups;  
Communicate effectively in oral and written form in English and/or a second language, as required by the assignment;  
Perform routine clerical tasks and operate a variety of educational and office-related machines and equipment;  
Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a positive educational environment;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships with children and adults.

##### Experience and Training Guidelines

One year of paid or volunteer experience working with multi-age groups of children or the equivalent.

##### Education:

Equivalent to the completion of high school, supplemented by training or coursework in child growth and development. Proficiency in basic skills as evidenced by obtaining a passing score on the Bakersfield Adult School Proficiency Test, or diploma from a California high school obtained after 1980.

#### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Assists instructional personnel with presentation of learning materials;
2. Tutors individual students and small groups of students to reinforce and follow up learning activities;
3. Monitors and assists students in drill, practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel;
4. Directs students into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors;
5. Assists in management of student behavior through use of positive reinforcement strategies and techniques;
6. May prepare and assist in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students;

**SPECIAL ED AIDE JOB DESCRIPTION**  
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- 7. Maintains a variety of records and files, including student records and information;
- 8. Operates and assists students in a variety of instructional media machines and equipment;
- 9. Assists students with activities to develop small muscle and eye-hand coordination;
- 10. May assist students with toileting and personal hygiene;
- 11. Maintains or assists in maintaining an orderly, attractive and positive learning environment;
- 12. May participate in parent conferences, as requested by the administrator;
- 13. Maintain confidentiality on 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
  - 2 = Occasional = 25-50 percent
  - 3 = Often = 51-75 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.
- 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: \_\_\_\_\_

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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