

**POSITION ANNOUNCEMENT**

Date: August 7, 2017

Applications are now being accepted for the following Classified Position:

**PRESCHOOL INSTRUCTIONAL AIDE (CLASS X)**  
**BELLE AIR PRESCHOOL**  
**2 Available Positions**

Days per Week: 5  
Hours per Day: 5 (Shift TBD)  
Days per Year: 182

**Application Deadline: Friday, August 18, 2017**

The Salary Range on the current Classified Salary Schedule is as follows:

(Employee pays PERS)	<b>STEP A</b> 1 <sup>st</sup> 6 Mos.	<b>STEP B</b> 2 <sup>nd</sup> 6 Mos.	<b>STEP C</b> 2 <sup>nd</sup> Yr.	<b>STEP D</b> 3 <sup>rd</sup> Yr.	<b>STEP E</b> 4 <sup>th</sup> Yr.	<b>STEP F</b> 5 <sup>th</sup> Yr.
<b>HOURLY</b>	\$16.48	\$17.31	\$18.17	\$19.08	\$20.04	\$20.54

***\*\*All internal bargaining unit applicants shall be offered an interview appointment***

**This announcement includes a partial listing of the responsibilities and qualifications of the position. Interested persons who meet the qualifications may obtain an application form and a complete job description at the District Office, 500 Acacia Avenue, San Bruno, CA, or by calling 650-624-3100.**

**Position Description:** Under the direction of the assigned teacher, associate teacher, and the assigned administrator, the Preschool Instructional Aide assists children by providing individual and/or group assistance.

**Responsibilities:**

- Assists teacher(s) with instruction of pupils.
- Develops and organizes educational materials and supplies for instructional use.
- Assists in the preparation of and maintenance of an appropriate and attractively arranged learning environment.
- Assists in the monitoring of student attendance.
- Assists in the preparation of and arrangement of audio-visual materials and equipment.
- Assists in the modification of and reinforcement of regular classroom materials as necessary.
- Assists in daily homework correction and maintenance of homework records.
- Utilizes appropriate safety precautions in the performance of duties to ensure the safety of students and staff.
- Complete daily reports as requested and required.
- Performs such non-related or partially related duties, on a temporary basis, as may be required to meet immediate district needs.

## **QUALIFICATIONS**

Knowledge of:

- Efficient and effective measure of reproducing printed materials.
- Policies, rules, laws, programs, procedures, and regulations pertaining to assigned area.
- Instructional methods and materials.
- Child growth and development.
- Characteristics of children of appropriate age levels.
- First Aid and CPR training.
- District policies and regulations as they relate to children.
- Appropriate health and safety regulations, precautions, and procedures.
- Computer applications pertinent to assigned work.

Ability to:

- Schedule work in order to meet assigned deadlines.
- Analyze situations accurately and adopt effective courses of action.
- Work efficiently with frequent interruptions.
- Perform in situations requiring tact and good judgment.
- Maintain cooperative working relationships in the course of work, including other district personnel and the public.
- Understand, carry out, and give oral and written instructions.
- Proficiently operate standard and specialized office equipment.
- Deal effectively with a wide variety of personalities and with situations requiring diplomacy, friendliness, and poise.
- Relate positively to children and adults.
- Create instructional materials from patterns and written descriptions.
- Model good English, spelling, language usage, and grammar.

## **PERSONAL QUALITIES**

- Independent worker.
- Maturity and good judgment.
- Neat and clear appearance.
- Willingness to assume a wide variety of responsibilities.
- Work efficiently with frequent interruptions.
- Willingness to learn new leadership skills, management techniques, and teaching strategies.
- Willingness to continually improve performance.
- Excellent interpersonal, organizational, and communication skills.
- Decisiveness.
- Performs well in situations requiring tact and good judgment.
- Maintain cooperative working relationships with those contacted in the course of work, including other District personnel and the public.
- Communicate, understand, and carry out oral and written instructions.
- Schedule work in order to meet assigned deadlines.
- Proficiently operate standard and specialized office equipment, including computers.
- Compile and prepare complex and accurate reports.

- Positive attitude, flexible, with a creative approach to problem solving.
- Commitment to high staff morale and a belief in high standards and academic excellence.
- Commitment to professional responsibility and high intrinsic motivation.

## **EDUCATION, TRAINING AND EXPERIENCE**

- Four or more years of increasingly responsible classroom experience, preferably in a school system or its equivalent.
  - Demonstrated success interacting and working with the public both in person and on the telephone.
  - Education equivalent to the completion of the twelfth grade or greater.
  - At least six (6) core semester units of Early Childhood Education (ECE) or Child Development (CD) and agree to an Educational Plan to obtain the additional required 6 ECE/CD Core units.
- Fingerprints must be taken of all persons selected for employment and will be subject to State and Federal records check.
  - A tuberculin test is required at time of initial employment and every four years thereafter.
  - Proof of citizenship or legal status will be required upon offer of employment.
  - Proof of graduation from a California High School or equivalent since 1991 or proof from any California School District that the individual has passed the proficiency requirement.

For Instructional Aides/Paraprofessionals only:

- **Paraprofessionals who assist in classroom instruction and are hired using school wide funds after the enactment of the law January 8, 2002, must meet the following requirements:**
  - **Complete 2 years of higher education study, or**
  - **Obtain an associates or higher degree, or**
  - **Pass a formal state or local academic assessment that demonstrate knowledge of and the ability to assist in teaching, reading, writing and mathematics or reading, writing or mathematic readiness.**

**Send applications to:** Cheryl Peruchetti, District Receptionist  
 San Bruno Park School District  
 500 Acacia Avenue  
 San Bruno, CA 94066

San Bruno Park School District provides equal employment opportunity to all qualified persons. The recruitment testing, and hiring of all personnel will be without regard to race, color, gender, national origin, sexual orientation, religion, age or disability.

**DEADLINE: Friday, August 18, 2017**