

# SAN BRUNO PARK SCHOOL DISTRICT

RE-POST

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## POSITION ANNOUNCEMENT

Date: October 19, 2017

Applications are now being accepted for the following Classified Position:

### **SPECIAL EDUCATION FULL INCLUSION AIDE (CLASS X)**

#### **PORTOLA SCHOOL**

#### **For 2017-2018 School Year Only**

Days per Week: 5  
Hours per Day: 6 (8:15am-2:45pm)  
\*\*\*includes 30 minute duty free lunch\*\*\*

Days per Year: 182  
**Position Ending Date: June 8, 2018**

**Application Deadline: Open until filled**

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

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

\*\*\*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:** The Special Education Full Inclusion Aide assists the assigned Special Education teacher(s) and the Director of Special Education with severely handicapped students in caring for the physical and psychological needs of developmentally delayed, orthopedically handicapped, multiple handicapped and/or severely emotionally disturbed students

#### **Responsibilities:**

- Works with groups or individual students in daily instruction using behavior modification techniques to motivate students toward academic success.
- Assists children with special physical needs including toileting, posturing and/or lifting (up to 50 pounds).
- Supervises students and maintains class procedures when teacher is not present.

- Performs various duties as specified in the Individual Education Plan involved in attending to the needs of students and non-related duties as may be required to meet district needs on a temporary basis.

**Qualifications:**

- Knowledge of child growth and development
  - Knowledge of appropriate safety precautions in the performance of duties to ensure the safety of students and staff.
  - Ability to learn and understand diagnostic terminology relating to students with disabilities.
  - Ability to deal effectively with a wide variety of personalities and with situations requiring diplomacy, friendliness and poise.
- 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: Open until filled**