CLASSIFIED POSITION OPENING

Position: SPECIAL EDUCATION ASSISTANT, Substitute
Pay: $14.11 per hour
Work Location: Elementary through High School (depending on need)
Work Year: 10 months per year
Work Days: Monday – Friday (depending on need)
Hours: 3.9 – 6 hours per day (depending on need)

Example of Duties:

Under supervision, will work to support the design and implementation of education and related services for special needs students. Will provide instructional assistance to individuals or groups of special education students in a special education class or when mainstreamed into regular classrooms; will assist special education and regular education students during classroom activities, recess, lunch, physical education periods and other activities. Must be willing to enhance knowledge of research based best practice methods in special education and at all times demonstrate integrity, respect for diversity and follow other standards of ethical conduct. Will provide assistance with K-12 curriculum; prepare instructional material, work areas and operate educational equipment. Required to perform a variety of clerical duties while maintaining confidentiality. Will assist and train students with special and daily living activities, including personal hygiene and bathroom assistance. Must be able to lift 50 pounds. Will perform other related duties as required.

Education and Experience:

Preference will be given to applicants who hold a BA and have experience working directly with students with special needs. Must have knowledge of Special Education principles and practices. Required to have a patient, understanding and receptive attitude toward children with special needs, including those with disruptive emotional/behavioral characteristics. Must work independently and consistently use good judgment. Must be dependable and punctual. Maintaining effective relationships with all those contacted in the course of work is essential.

Please complete an Application for Classified Employment and submit it along with a resume to Human Resource Processing by:

Monday, November 17, 2014 or until filled

Current District employees - please submit a “District Employee Application” (available on the District web site, under Classified Employment) along with a resume.

Application and resume may be Faxed to: (310)791-2948

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER