

MOUNTAIN VIEW SCHOOL DISTRICT

Human Resources

3320 Gilman Road
El Monte, CA 91732
(626) 652-4048



Substitute Instructional Assistant/Clerk

2023/2024 School Year

Salary: \$16.00

Closing Date: Ongoing

Testing Date: TBD

Required Qualifications:

- High School graduate or equivalent
- Must pass District Proficiency Test

Desired Qualifications:

- Bilingual/Biliterate in English and Spanish, Vietnamese, Cantonese, or Mandarin
- Previous experience and/or working with multi-age groups of children.

APPLICATION PROCEDURE: Applications with missing documents will be *disqualified*.

Interested applicants must submit the following to Ingrid Gonzalez, **Human Resources**:

1. Application (apply online www.edjoin.org OR you may pick up an application at Human Resources)
2. Resume
3. Copy of HS Diploma or equivalent
4. Two current letters of recommendation

If you have any questions, please email: igonzalet@mtviewschools.net

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Board of Education is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are

assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment.
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training.
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status.
 - b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.
 - c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity.
 - d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition.

Contact Information for the Title IX Coordinator:

Roberto Lopez-Mena
Assistant Superintendent of Human Resources
3320 Gilman Road
El Monte, CA 91732
626-652-4046
Email: rlopez-mena@mtviewschools.net

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