



MOUNTAIN VIEW SCHOOL DISTRICT

HUMAN RESOURCES

District Employees and to Create an Eligibility List/Open

Applications with any missing documents not submitted by closing date and time will be *disqualified*.

POSITION: 10 – Instructional Assistant - Head Start/Children’s Center

3.75 hrs	10 months	Baker	8:00 a.m. – 11:45 a.m.	\$1,408.74 - \$2,160.70 (with college units)
3.75 hrs	10 months	Baker	11:00 a.m. – 2:45 p.m.	\$1,408.74 - \$2,160.70 (with college units)
3.75 hrs	12 months	Children’s Center	12:30 p.m. – 4:15 p.m.	\$1,408.74 - \$2,160.70 (with college units)
3.75 hrs	12 months	Children’s Center	1:30 p.m. – 5:15 p.m.	\$1,408.74 - \$2,160.70 (with college units)
3.75 hrs	12 months	Cogswell	10:00 a.m. – 1:45 p.m.	\$1,408.74 - \$2,160.70 (with college units)
3.75 hrs	10 months	Cogswell	11:00 a.m. – 2:45 p.m.	\$1,408.74 - \$2,160.70 (with college units)
3.75 hrs	10 months	Cogswell	11:00 a.m. – 2:45 p.m.	\$1,408.74 - \$2,160.70 (with college units)
3.75 hrs	10 months	Kranz	11:00 a.m. – 2:45 p.m.	\$1,408.74 - \$2,160.70 (with college units)
3.75 hrs	10 months	Maxson	11:00 a.m. – 2:45 p.m.	\$1,408.74 - \$2,160.70 (with college units)
6 hrs	10 months	Maxson	7:45 a.m. – 2:15 p.m.	\$2,253.75 - \$3,456.75 (with college units)

CLOSING DATE: Until Filled

TESTING DATE: TBD

DEFINITION:

Under general supervision, performs a variety of instructional and supervised play activities; assists in the conduct of early childhood and/or primary grades learning experiences; and does other related work as required.

ESSENTIAL DUTIES:

- Assists instructional personnel in the preparation of learning materials and in the conduct of instructional and play activities.
- Works with individual students and small groups of children to reinforce and follow up learning activities.
- Monitors and assists children in feeding, toileting and self-help skill development activities.
- Monitors and interacts with students in practice and study activities as a follow-up to the presentation of instructional concepts by instructional personnel.
- Directs children into safe learning and play activities and functions, and assists in the shaping of appropriate social behaviors.
- Assists in the management of child behavior through the use of positive strategies and techniques.
- Prepares and assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
- May maintain a variety of records and files, including student records and child observation information.
- Operates a variety of instructional media machines and equipment.
- May assist in maintaining instructional materials, supplies and equipment.
- Administers routine first aid and requests assistance for non-routine injury or illness.
- Assists in maintaining an orderly, attractive, and positive learning environment.
- May participate in parent conferences, home calls and other student progress report activities.
- May work with parents in the instructional setting

QUALIFICATIONS:

Knowledge of:

- Basic concepts of child growth and development, and developmental behavior characteristics;
- Student behavior management strategies and techniques;

Knowledge of: (continued)

- 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 children;
- Communicate effectively in oral and written form in English, and in a second language, if 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 learning environment;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with children and adults.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of paid or volunteer experience working with early childhood children, preferably in a Head Start or Child Care setting.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in child growth and development, instructional technology, or a closely related field.

CONDITION OF EMPLOYMENT:

- Must have completed six (6) units of coursework in Early Childhood Education, or completion of at least two courses in Early Childhood Education or child development following initial employment. **In addition, participate in Los Angeles County Office of Education Career Development Initiative Pathways, or equivalent program, meeting the program provisions.**
- Possession of a valid First Aid certificate with pediatric CPR certification is desired.
- Department of Justice and FBI Fingerprint clearance.
- Child Abuse Index Check
- Pre-employment Physical Examination required.

APPLICATION PROCEDURE: Applications with any missing documents not submitted by closing date and time will be *disqualified*.

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

1. Please read the job description prior to applying [Instructional Assistant Head Start/Children's Center](#)
2. Application (apply online www.edjoin.org OR you may pick up an application at Human Resources)
3. Resume
4. Copy of High School Diploma (or equivalent)
5. Proof of six (6) ECE/CD college units completed and enrolled in Pathways or a college program leading to an associate teacher permit
6. Two current letters of recommendation (*preferably by a Supervisor dated within the last 12 months*)

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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER (continued)

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:

Robert 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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