



# HUENEME ELEMENTARY SCHOOL DISTRICT

*"Inspiring and empowering every student to thrive every day."*

205 N. Ventura Road, Port Hueneme, CA 93041-3065 • www.hueneme.org • 805-488-3588

## PLEASE POST AT ALL JOB SITES JOB ANNOUNCEMENT

April 19, 2021

Memo To: All Current Classified Employees  
From: Melissa Rufai, Director of Personnel Services *MR*  
Subject: Projected Opening

Please review the job description carefully. You must have taken and passed the Paraprofessional test before you can apply to the position(s) below. If you are qualified and are interested in the position(s) below, or are interested in a transfer, **complete this form and return with a current resume attached** to the District Office no later than **April 26, 2021.**

**Please check the position(s) that you are interested in.**

POSITION	POLICY	HOURS	MONTHS	RANGE
Paraprofessional/Special Education	2330.3	3.5	School Session	(009)
<input type="checkbox"/> Parkview (PM)				\$17.33 - \$21.12

Please check the statement which best describes your qualifications.

- I can meet the qualifications and would like to be considered for the posted opening.
- I can meet some of the qualifications and would like to be considered for the posted opening.
- I would like to be considered for the opening as a result of a transfer.
- I am not a current contracted employee, but would like to be considered for the posted opening and have an application on file.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Current Contracted Position & Location: \_\_\_\_\_

The Hueneme Elementary School District prohibits discrimination, harassment, intimidation, bullying and sexual harassment based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, immigration status, nationality, parental status, pregnancy status, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in all educational programs, school related or school sponsored activities, school attendance or employment policies which may have an impact or create a hostile environment at school as required by Title IX of the 1972 Education amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and other applicable laws and regulations. For questions or concerns regarding discrimination, harassment, intimidation, bullying or sexual harassment, please contact the District's Discrimination, Equity, and Title IX Compliance Officer: Raven Aipa, Senior Director Educational Programs Hueneme Elementary School District 205 N. Ventura Road Port Hueneme, CA 93041 (805) 488-3588, Ext. 9260

[www.hueneme.org](http://www.hueneme.org)



## HUENEME ELEMENTARY SCHOOL DISTRICT

### 2330.3 – PARAPROFESSIONAL/SPECIAL EDUCATION

#### Range 009

#### DEFINITION

Under general supervision, provides instruction to individual or small groups of students in subject-matter areas to reinforce lessons in assigned RSP, SDC, Speech, regular or special education classroom; may assist speech therapists in assessing and remediating students with language development disabilities; may assist in the operation of a computerized learning laboratory; may provide services to students with specialized needs; may assist students who require personal and health care; may provide assistance with personal hygiene and other needs as required; monitors and records student behavior and performance; performs a variety of clerical duties as assigned. For positions designated bilingual, translate oral and written materials accurately and fluently in both English and the second language; and performs related duties as assigned. Receives supervision from site administrator; may receive supervision from Senior Director of Pupil Support Services, or Program Specialist; receives technical and work direction from the classroom teacher or speech therapist.

#### EXAMPLES OF DUTIES

- Reinforce instruction for a classroom, and individual or small groups of students as directed by the teacher in regular, RSP, SDC, classrooms and in Speech
- Under the direction of a teacher and in conformity with students' IEP goals and objectives, follows and implements treatment plans protocols to improve speech/language development; supervises and monitors students while they are completing drills, practices and assignments
- Assist individual or small groups with academic skills; listen to and reinforce instruction to individual in reading, spelling, math, social studies and other subjects
- Provide services to students with specialized needs; assist students who require personal and health care; may provide assistance with personal hygiene and other needs
- Observe and control behavior of students inside or outside of classroom according to approved procedures; report progress regarding student performance and behavior to teacher; assist students by providing proper examples, emotional support, friendly attitude and general guidance
- Assist in lifting pupils in and out of wheelchairs, braces and other orthopedic equipment; ensure all assistance is provided in a safe manner; assist in positioning pupils and in rendering various forms of personal care; assist students with procedures that are medically-related and/or involve the regular cleaning of a student's bodily excretion; assist children in dressing and grooming as needed
- Assist children in and out of buses; accompany or assist children to and from school buses and in moving to and from activities on the school site
- May assist students and teachers in the use of instructional software and related peripherals
- Prepare materials for classroom and instructional use and setup work areas, displays and exhibits; operate a variety of educational equipment as needed
- Confer with teachers concerning programs and materials to meet students' needs
- Ensure the health and safety of students by following all health and safety rules; conduct general clean-up of work site
- Perform a variety of clerical duties such as preparation of instructional materials, administer, correct and record test results; maintain student profiles and other records of students as requested; maintain confidential students records and files

- Assists in maintaining a clean and orderly learning environment
- For positions designated bilingual translate a variety of written materials from English to a second language and from that language into English; interpret and facilitate communication between staff and non-English speaking students and parents
- Perform CPR and First Aid as required
- Perform related duties and responsibilities as required

### **REQUIRED QUALIFICATIONS**

#### Knowledge of:

- Basic principles and practices of child development and child guidance
- Basic emergency, first aid and health care techniques
- Classroom procedures and equipment
- Methods and techniques of instruction
- General needs and behavior of children
- Methods and technique of lifting and moving children with physical limitations
- Personal hygiene practices
- Emergency procedures as they relate to obtaining professional medical and safety assistance
- Appropriate techniques for the physical management of special education students
- Correct English usage, spelling, grammar and punctuation
- Conflict resolution methods and techniques
- Procedures and practices of classroom and playground safety
- Oral and written communication skills

#### Ability to:

- Assist with instruction and related activities of the assigned learning environment
- Reinforce instruction to individuals or small groups of students as directed by the teacher
- Lift children in and out of school buses, wheelchairs, braces and other orthopedic equipment
- Assist students by providing proper examples, emotional support, friendly attitude and general guidance
- Demonstrate an understanding, patient and receptive attitude toward children with special needs
- Conform to and support the assigned teacher's style of classroom management
- Effectively assist teacher in responding to students' emergencies
- Prepare materials for classroom and instructional use as assigned by classroom teacher
- Set up work areas, displays and exhibits
- Perform general clerical duties and maintain records in support of a teacher
- Print and writing legibly
- Learn methods and procedures to be followed in an instructional environment
- Assist in supervising and disciplining assigned students according to approved policies and procedures
- Work independently with minimal direction
- Provide assistance to parents, the general public and other staff members in a helpful, courteous and timely manner
- Maintain confidentiality of privileged information obtained in the course of work
- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions

Experience:

- One year of experience in working with school-age children in an organized educational, health, child care or other structured setting or related experience

Education:

- In accordance with the No Child Left Behind Act of 2001 (NCLB), paraprofessionals are required to have a high school diploma or its equivalent and demonstrate proficiency in reading, writing, math and classroom instruction. Employees are required to meet the requirements either by holding an AA degree or higher, having 48 units from an institution of higher education, or by demonstrating, through local assessment, the knowledge of and the ability to assist in the instruction of reading, writing and mathematics

Environmental Conditions:

- Classroom environment; subject to traveling from site to site
- Indoor and outdoor recreational facilities
- assist students with procedures that are medically-related and/or involve the regular cleaning of a student's bodily excretion

Revised 5/17