



# 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/Physically Handicapped	2330.11	3.5	School Session	(008)
<input type="checkbox"/> Sunkist (AM)				\$16.87 - \$20.59

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 Alpa, Senior Director Educational Programs Hueneme Elementary School District 205 N. Ventura Road Port Hueneme, CA 93041 (805) 488-3588, Ext. 9260

[alpa@hueneme.org](mailto:alpa@hueneme.org)



## HUENEME ELEMENTARY SCHOOL DISTRICT

### 2330.11 – PARAPROFESSIONAL/PHYSICALLY HANDICAPPED

#### Range 008

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#### DEFINITION

Under general supervision, performs a variety of instructional and personal services for physically handicapped students; performs related work as required.

#### EXAMPLES OF DUTIES

- Assists teacher with instruction of physically handicapped students in their daily coursework
- Assists individual and groups of pupils in moving from place to place in an orderly manner, e.g., school bus to classroom, classroom to restrooms, lunchroom, playgrounds
- Lifts and moves children from wheelchair
- Assists pupils in toileting and in changing clothing; assists with braces, standing tables, chairs and other equipment
- May be asked to perform specialized physical health care procedures which may include catheterization etc., as prescribed by physician
- May assist in performing clerical tasks such as typing, duplicating and filing
- Performs related duties as assigned.

#### REQUIRED QUALIFICATIONS

##### Knowledge of:

- General needs, behavior and emotional problems of the physically handicapped
- Behavioral management techniques
- Correct English usage, spelling, grammar, and punctuation
- Basic mathematical concepts

##### Ability to:

- Relate well with children.
- Help a child achieve independence
- Follow instructions under the leadership of the teacher; respect the confidential nature of pupil records and school reports
- Provide appropriate student discipline
- Use equipment such as typewriter and copy machine
- Work cooperatively with school staff, parents and students

##### Physical Characteristics:

- Physical ability to maneuver and/or lift physically handicapped students of varying weights
- In limited cases, the gender of a Paraprofessional/Physically Handicapped may be specified to insure the provision of assistance in toileting and dressing of older students by personnel of the same sex.

##### Education:

- Graduation from high school or equivalent