



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 21, 2021

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

Please review the job description carefully. 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** to the District Office no later than April 28, 2021.

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

POSITION	POLICY	HOURS	MONTHS	RANGE
Campus Assistant	2392	2.55	School Session	(004)
<input type="checkbox"/> Bard				\$15.28 - \$18.66

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

<http://www.hueneme.org>



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2392 – CAMPUS ASSISTANT

DEFINITION

Under the direction of the site administrator, Campus Assistants are responsible for monitoring and protecting the health and safety of the children during an assigned period in the cafeteria, playground, bus loading areas, and other areas as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor students in the cafeteria, playground areas, restrooms, and other areas as assigned
- Supervise, but not organize or conduct, play activities that are in progress
- Assist children in observing courtesies and rules of safety
- Assist in resolving minor student conflicts on the playground
- Maintain a firm but respectful and courteous attitude toward the children
- Maintain a pleasant atmosphere in the lunch areas

KNOWLEDGE AND ABILITIES

Knowledge of:

- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Basic first aid techniques
- School rules and regulations, policies and procedures

Ability to:

- Understand and follow oral and written directions
- Communicate effectively with students, staff and the public
- Work with large groups of children
- Maintain a positive and cooperative work attitude
- Maintain regular attendance
- Maintain appropriate grooming and dress on the job
- Administer basic first aid

EDUCATION AND EXPERIENCE

High school diploma or equivalent; past experience in working with school age children is highly desirable

WORKING CONDITIONS

Environment: Outdoor and Indoor environment. Seasonal heat and cold or adverse weather

Physical Abilities: Standing for extended period of time; Seeing at a distance to observe children; Hear normal conversations; Bending at the waist, kneeling, or crouching to assist students as necessary