

WILLITS UNIFIED SCHOOL DISTRICT

1277 Blosser Lane., Willits, CA 95490

707-459-5314 FAX 707-459-7862

July 27, 2021

ANNOUNCEMENT OF POSITION VACANCY

INSTRUCTIONAL ASSISTANT

CLASSIFIED

SALARY

Class 1

Initial placement at Step A, B or C
Step Salary Schedule based on
previous experience.

APPLICATION DEADLINE

**InHouse Open till Noon, July 30, 2021
then open until filled**

WORK SITE

Willits High School

DEFINITION

Under the general supervision of the site principal, performs various duties in cooperation with the classroom teacher(s).

EXAMPLES OF DUTIES (Note: These examples are intended only as illustrations of the various lines of work performed in this position. The examples of work performed are neither limited to nor all encompassing of the duties to be performed under this job title.)

- Supervise students during group and one on one instruction.
- Enforce school and classroom behavior policies.
- Supervise students on off-campus learning experiences.
- Consult with classroom teachers on student progress toward achieving educational goals.
- Assist with preparation of lessons, special projects and seat work.
- Assist students with computer skills.
- Communicate with staff and parents.
- May enter data and maintain computerized or manual records of students' homework assignments and grades.
- Perform other related duties as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (At time of application)

- Ability to maintain confidentiality related to student information.
- Ability to follow directions and work independently.
- Ability to operate copier, computer, laminating machine, etc.

EDUCATION AND EXPERIENCE

- Education equivalent to high school graduation.
- Compliant in accordance with NCLB standards
- Instruction in conflict resolution and behavior management.
- Successful experience as a classroom instructional assistant.

PHYSICAL ABILITIES REQUIRED

- Ability to stand or walk for extended periods of time.
- Ability to bend, reach overhead, kneel, and squat.
- Sufficient mobility to move about within a school site and in a classroom.
- May be required to lift up to 30 pounds.

WORK HOURS

6 hours per day, 5 days per week, 10 months per year. Start date is based on successful fingerprint clearance.

APPLICATION PROCESS

In order to be considered for this position, in house candidates must submit a “For Current Employee Use” form, outside candidates must submit:

- A completed application form
- A personal letter of application stating the reasons for your interest in the position
- Resume
- Two letters of reference

Application packets may be addressed to:

Willits Unified School District
Human Resources
1277 Blosser Lane
Willits, CA 95490
(707) 459-5314 Fax (707) 459-7862

SPECIAL NOTE: Potential applicants are advised that the meeting of stated job requirements does not assure invitation to interview.

AN EQUAL OPPORTUNITY EMPLOYER