



# 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

October 8, 2021

Memo To: All Current Classified Employees  
From: *MR* Melissa Rufai, Director of Personnel Services  
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 **October 18, 2021**.

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

POSITION	POLICY	HOURS	MONTHS	RANGE
Bilingual Paraprofessional	2330.5	3.0	School Session	(008)
<input type="checkbox"/> E.O. Green (AM)				\$17.04 - \$20.80

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



# HUENEME ELEMENTARY SCHOOL DISTRICT

## 2330.5 – BILINGUAL PARAPROFESSIONAL

### Range 008

#### DEFINITION

Is responsible to the Principal and under the direction of the Principal and Teacher, assists students with English language development and/or academic instruction in the native language.

#### EXAMPLES OF DUTIES

- Helps pupils individually or in small groups
- Prepares instructional materials
- Guides students through oral language lessons
- Promotes language development and communication skills
- Reinforces learning of materials initially introduced by the teacher
- Re-mediate when the student is experiencing difficulty with the English language
- Other duties may include oral translations and informal sitting conferring with teachers and non-English speaking parents and providing other assistance as directed

#### REQUIRED QUALIFICATIONS

Knowledge of:

- Structure of English and Spanish or other language, including pronunciation, vocabulary and comprehension

Ability to:

- Understand the particular needs of and possess a genuine liking for the children with whom he/she will be working
- Learn quickly the procedures, functions, and limitations of assigned duties
- Establish and maintain effective working relationships with adults and children
- Understand and follow oral and written instructions
- Speak, read, write, and translate Spanish or other language with some proficiency
- Understand and participate in conversations in Spanish or other language with some proficiency
- Make clear and comprehensive reports and keep records
- Meet the public in situations requiring tact and poise.

Experience:

- Some experience working with small children in family or group situations is desired
- Working with the target population in the community is desirable.

Education:

- High School Diploma
- Pass the proficiency examination according to district standards

Revised 05/06