

WILLITS UNIFIED SCHOOL DISTRICT

1277 Blosser Lane Willits, CA 95490

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October 21, 2020

**ANNOUNCEMENT
OF POSITION VACANCY**

BILINGUAL INSTRUCTIONAL ASSISTANT

CLASSIFIED

SALARY

Per Contract

APPLICATION DEADLINE

In house closed 10/28/2020 NOON
Then open until filled

WORK SITE

BGMS

DEFINITION

Under the general supervision of the site principal, performs various duties in cooperation with the classroom teacher and provides safety and supervision for children in the hallway, cafeteria, playground and/or recreation areas.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- 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.
- Help resolve conflicts among students.
- May provide minor first aid.
- May require miscellaneous cleaning or equipment set up
- 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.
- Bilingual (Spanish) preferred
- Ability to communicate effectively with young children.
- Possesses the personality and character traits suited to supervise large groups of children.
- Ability to work in varied weather conditions.

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

1.0 hours per day, school days, 10 months per year. 3:00-4:00 p.m. on site, subject to change

APPLICATION PROCESS

In order to be considered for this position, inhouse candidates must submit an Inhouse application form by the deadline to HR@willitsunified.com

SPECIAL NOTE: Potential applicants are advised that the meeting of stated job requirements does not assure invitation to interview. All candidates are welcome to make inquiries at any time.

AN EQUAL OPPORTUNITY EMPLOYER